EDUCATION DEPARTMENT[281]

Notice of Intended Action

Pursuant to the authority of Iowa Code section 256.7(5), the State Board of Education hereby proposes to adopt new Chapter 99, "Business Procedures and Deadlines," Iowa Administrative Code.

This chapter was prepared at the request of the members of the School Budget Review Committee (SBRC), who noted that one single chapter of rules in which financial deadlines and other general principles appear would be a convenience for school districts, area education agencies, the SBRC, and the general public.

An agencywide waiver provision is provided in 281—Chapter 4.

Interested individuals may make written comments on the proposed amendments on or before January 3, 2012, at 4:30 p.m. Comments on the proposed amendments should be directed to Jeff Berger, Deputy Director, Iowa Department of Education, Second Floor, Grimes State Office Building, Des Moines, Iowa 50319-0146; telephone (515)281-3968; E-mail jeff.berger@iowa.gov; or fax (515)242-5988.

A public hearing will be held on January 3, 2012, from 2 to 3 p.m. in the State Board Room, Second Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa, at which time persons may present their views either orally or in writing. Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should advise the Department of Education of their specific needs by calling (515)281-5295.

After analysis and review of this rule making, no impact on jobs has been found.

This amendment is intended to implement Iowa Code chapters 24, 256, 257, 285, and 291.

The following amendment is proposed.

Adopt the following **new 281—Chapter 99**:

CHAPTER 99

BUSINESS PROCEDURES AND DEADLINES

281—99.1(257) Definitions. For the purposes of this chapter, the following definitions shall be used.

"Area education agency" or *"AEA"* means a school corporation organized under Iowa Code chapter 273.

"*Basis of accounting*" means the accrual/modified accrual accounting basis under generally accepted accounting principles (GAAP) as defined by the governmental accounting standards board (GASB).

"*Basis of budgeting*" means the accrual/modified accrual budgeting basis under GAAP as defined by the GASB.

"*SBRC*" means the school budget review committee appointed pursuant to Iowa Code section 257.30.

"*School district*" means a school corporation organized under Iowa Code chapter 274.

"*Unique*" means highly unusual, extraordinary; unparalleled.

"*Unusual*" means not usual or common; rare; constituting or occurring as an exception; not ordinary or average; affecting very few school districts or AEAs.

"*Usual*" means that which past experience has shown to be normal or common or is anticipated to become normal or common; hence an expected or predictable event; that which affects more than just a few school districts or AEAs.

281—99.2(256, 257, 285, 291) Submission Deadlines.

99.2(1) It is the responsibility of the administrative officials and board members to present information and materials as requested by the department of education, department of management, any other state agency, or any federal agency. Reports shall be filed electronically if an electronic format is available.

a. All school districts shall file program plans, reports, or data collections in the manner, by the procedures, and on the dates prescribed by the department of education, including, but not limited to, the following:

(1) Vehicle Information System	September 1
(2) Annual Transportation Report	September 15
(3) Certified Annual Report (CAR-COA)	September 15
(4) Special Education Supplement	September 15
(5) Facilities, Elections & Save Report	September 30
(6) Certified Enrollment Report/PEACE	October 15
(7) Certified Supplementary Weighting Report	October 15
(8) School Board Officers Report	November 1
(9) Annual Audit Report	March 31
(10) Certified Budget	April 15

b. All AEAs shall file program plans, reports, or data collections in the manner, by the procedures, and on the dates prescribed by the department of education, including, but not limited to, the following:

(1) Certified Annual Report (CAR-COA)	September 15
(2) Facilities Report	September 30
(3) Certified Supplementary Weighting Report	October 15
(4) School Board Officers Report	November 1
(5) Proposed Budget	March 15
(6) Annual Audit Report	March 31

c. If any report has not been received by the due date of the form or by the due date of a valid extension granted by the department of education, the following procedure shall be followed:

(1) The superintendent of the school district or the administrator of the area education agency, and the president of the applicable board, shall be notified of the unfiled report and the number of days it is past due.

(2) The state board of education, the SBRC, or the Iowa board of educational examiners may be notified of the school districts or AEAs which were not timely in filing one or more reports.

(3) The SBRC may implement the procedures described in subrule 289--6.3(5).

281—99.3(257) Good Cause for Late Submission. The department of education may upon request allow a school district or AEA to submit reports, data collections, or program plans after the due date listed in rule 99.2 for good cause.

Good cause shall include illness or death of a school district or AEA staff member involved in developing the program plan or submitting the report or data collection, acts of God, technological problems at the department lasting at least seven days within the final two weeks prior to the deadline that prevent access necessary for the plan, report or data collection submission, or unforeseeable unusual or unique circumstances, which in the opinion of the director of the department, constitute sufficient cause for allowing submission of program plans, reports or data collections after the published due date.

Good cause does not include consequences of local time management or administrative decisions or districts and AEAs being timed out or encountering system overloads within the final three days before the due date.

A school district or AEA desiring permission to submit a program plan, report, or data collection after the published due date shall notify the department staff member responsible for receiving the plan, report or data collection as soon as possible upon determining that it will not be able to meet the deadline, but no sooner than two weeks prior to the due date and no later than two days prior to the due date. When an extension of the submission deadline is allowed, the department shall establish a date by which the school district or AEA shall submit the plan, report, or data collection. Permission to submit a program plan, report, or data collection after the published due date shall expire upon receipt of the submission by the department, and shall not carry over into subsequent application or reporting cycles.

281—99.4(24, 256, 257, 291) Budgets, Accounting and Reporting. The school district or AEA shall budget on the GAAP basis of budgeting as defined by the GASB. School districts and AEAs shall use the chart of accounts defined in Uniform Financial

Accounting for Iowa LEAs and AEAs (UFA). The school district or AEA shall maintain its financial records and prepare financial reports, including the Certified Annual Report, in the manner and by the procedures prescribed by the departments of education and management in the Uniform Financial Accounting for Iowa LEAs and AEAs (UFA) manual and GAAP. School districts and AEAs shall use the chart of accounts defined in Uniform Financial Accounting for Iowa LEAs and AEAs (UFA). The UFA manual shall be based on the most recent version of Financial Accounting for Local and State School Systems published by the United States Department of Education. If GAAP permits a choice of reporting methods for transactions, or if GAAP is in conflict with UFA, the department of education staff shall determine a uniform method of reporting to be used by all school districts and AEAs.