FY2012 CERTIFIED ANNUAL FINANCIAL REPORT (CAR) CHART OF ACCOUNTS (COA) Transmittal over the Internet and Web-Based Reporting LEAs and AEAs

Due September 17, 2012

Overview

Due Dates

Due date for both the COA upload and the web-based CAR to be submitted electronically over the Internet is September 17, 2012 for all districts and AEAs. The Special Education Supplement and the Transportation Annual Report, also both due at this time, are reliant on information uploaded into the Certified Annual Report. All three reports should be reviewed for accuracy before certifying any of them.

It is the responsibility of the administrative officials and board members to submit 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. (IAC 281-99.2)

If any plan, report, or data collection 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:

a. 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.
b. 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.
c. The SBRC may implement the procedures described in 289—subrule 6.3(5). IAC 281-99.2(3).
SBRC Hearing Procedures IAC 289-6.3(5)
Failure to appear or to provide information.
If any school corporation fails to appear as required by the committee or fails to provide any information requested by the SBRC, including the reports described in paragraph 6.3(3)"e," the SBRC may direct the director of the department of management to withhold state foundation aid until the school corporation complies with the SBRC's request. When the school corporation satisfactorily complies with the SBRC request, the withheld state foundation aid will be released and paid to the school corporation with the next regularly scheduled payment of foundation aid.

Extensions

Extensions are available for good cause. Changes to CAR data discovered after filing are reported as auditor's upward or downward adjustments in the books for the following year unless the Department has granted a specific exception/extension for your district or AEA.

Good cause is defined in IAC 281-99.3(1).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 when districts and AEAs have timed out or have encountered 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 the district or AEA will not be able to meet the deadline, but no sooner than two weeks prior to the due date and no later than two regular working 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. IAC 99.3(2)
The appropriate department staff member to notify is Denise Ragias.

Questions

Denise Ragias, 515-281-4741, Denise.Ragias@iowa.gov, for help with uploads, reports, and extension requests
Janice Evans, 515-281-4740, Janice.Evans@iowa.gov, for help with account codes and journal entries

Basis of Reporting

- All districts and AEAs are required to report according to the definitions and classifications in the 2009 edition of *Uniform Financial Accounting for Iowa LEAs/AEAs (UFA* manual*)* in each and every fund. This publication is on the DE website and may be found on the Uniform Financial Accounting webpage

- LEAs/AEAs are required by law to be in compliance with Generally Accepted Accounting Principles (GAAP). This requirement applies to all parts on the CAR. All LEAs and AEAs shall use 60 days for the cut-off period for revenue recognition. The CAR is reported at the fund level prior to any adjusting entries necessary to complete the entity-wide statements for the audit.
- If there is any conflict between GAAP or UFA and the instructions to the CAR, follow the CAR instructions.

Considerations before Beginning the CAR

- Reconcile the bank statement and accounting records.
- Ensure all funds are in balance.
- Make adjusting entries to close books on a GAAP basis, if the district or AEA operates day-to-day on a cash basis.
- For help entering general journal entries related to long-term debt, Part B, or Medicaid, refer to the sample entries in the document, "UFA Journal Entries" on the web site at **Uniform Financial Accounting .**
- Do not **"**Close" fiscal year books until the CAR has been finalized and accepted by the DE.
  - No further changes on that fiscal year's books.
  - Auditor adjustments are made to subsequent year.
- Assemble all materials needed to complete the CAR.

Suggested Timeline

Throughout the Year:

- Check the validity of account codes and upload a file through the COA-Test Chart of Account application found on the secure website, https://www.edinfo.state.ia.us/securelogin.asp.
- This site does not roll into the current fiscal year's rules until early spring.

July 1:

- Reconcile the bank statement and accounting records.
- Do general journal entries, if necessary, to ensure that the beginning balances on the district records are the same as the DE file on the website for your district or AEA. This is necessary if the district/AEA made changes to its books not required by the DE after the previous CAR was filed or if the district/AEA did not make changes to its books that were required by the DE during the CAR processing.
- Ensure all funds are in balance.

July 15:

- Enter all known accounts receivable and payable and any other known accruals and deferrals. These entries should be made by the district/AEA and NOT its auditor. The CAR/records may not match to the audit. The CAR reporting requirements control the records rather than the audit. If adjustments are necessary for the audit, those are made within the audit and not the CAR or district/AEA records.

August 15:

- Enter the August property tax payment, as soon as received.
- Review and adjust the accruals and deferrals.
- Ensure that all funds are still in balance.
- The fiscal CAR can now be transmitted, if the district is sure there will be no further accruals or deferrals. File and certify no later than September 17.

September 1:

- If unable to file the CAR timely, contact the Department of Education for an extension if good cause exists.

September 17:

- Last day to file the CAR (COA upload and web-based CAR data collection form) unless extension granted.

Materials needed to Prepare a CAR

- Cumulative attendance records for summer session.
- ISCAP statements
  - final statement for Series B (winter)
  - final statement for Series A (summer)
- General Journal Entries are Available under your ISCAP login on IASB's website. Contact IASB for more information.

General Information

- Report actual numbers—do not estimate, allocate, or prorate.
- Report all expenditures in the correct function and object for the activity performed—DO NOT do any costing on the books or the CAR.
- Use **60 days** for revenue recognition.
- A district that would like to take advantage of the option to code the Teacher Salary Supplement (Project 3204) to unassigned fund balance for the portion that was not paid in full to teachers in the 2009-2010 fiscal year and has not paid since that date, and the district has not increased the ratio of fund balance to unspent balance to the extent that it has funded the budget authority for the TSS, may code this amount to unassigned fund balance during the period specified in the Declaratory Order. A spreadsheet listing the districts and the dollar amount that may be coded to the unassigned fund balance can be found on the Certified Annual Report webpage. The district will use the project code with the unassigned amount for tracking purposes on the CAR-COA, but is not required to use the project code with the unassigned amount for other financial statements (i.e. audits).

Instructions for Transmitting the COA Upload

Location
http://www.edinfo.state.ia.us

Start Up Screen
- Login ID and Password have been personally assigned to you.
- If you do not know the password or you can access the application menu screen on the secure website but do not have access to the CAR - COA Test Records or CAR - Upload and Reports, see your superintendent/administrator. That person is the custodian of the password and assigns access to the various applications.
- Click the **submit button** to go to the next screen.

Application Menu Screen
- Click on the button for the **CAR - 2012 Upload and Reports** to enter into the CAR Data Collection section of this web site.
- Click on the Exit button to leave this screen and return to the start up screen.

Certified Annual Report (CAR) Data Collection Screen – Certification
The 2011-2012 CAR Data Collection page will appear.
- Complete the contact information at the bottom of this screen and click update. The certification verbiage will not appear until the fill-in questions on the Status page have been completed, all stages of the upload have been successfully completed, and the Nonprofit School Organizations report has been completed. You must return to this screen and certify when finished with the CAR. You may navigate to the various screens from the dropdown menu at the top of each screen. To start the upload process choose "**CAR File Upload**" from the dropdown menu.

CAR File Upload Screen
Use this page to upload your CAR Chart of Account (COA) import file information to the Department of Education.
- Type the path and filename to be exported from your system and imported into the Department of Education system. If you are unsure of the path, click the **Browse** button to search your computer to find the CAR file to be exported.
- ***Be sure that it is the data file of your CAR output from the software program provided by the district's vendor for this purpose that is being transferred and is NOT the program file or any spreadsheet or database file that is not in the correct file format. The file must be comma-delimited. If a field is not required for a certain record, the comma delimiter will directly follow the preceding delimiter. Contact the vendor if unsure which file to transmit.***
- When the file is located, click the **Upload** button.

CAR Status Page
- **Questions:** A list of questions will appear and must be submitted prior to moving through the Edit Stages. Once the answers have been submitted, changing the answers requires that the file must be uploaded again.
    - The questions are mostly yes-no about the purchase of land and existing buildings, land and building improvements.
    - If the district had a refunding bond, you will be asked to enter the amount defeased.
    - If the district has a charter school, you will be asked for the facility code used in coding.
    - The district must report summer school attendance. Helpful information for counting students follows:
        - Count the summer session in the following fiscal year. For example, count the 2011 summer session on the FY2012 CAR.
        - ADA and ADM are not calculated on summer session.
        - Count all summer school classes for which attendance is taken or credit is given.
        - Do not count park and recreation or child care/camp activities.
        - Do not count the driving time for driver's education students.
        - Use the same student accounting guidance as for regular session alternative education programs which follows the rules for kindergarten (see below).
            - ***Regularly scheduled classes.*** A pupil in a summer school program which is part of the total school program and which has a regular time during which the pupil is present under the guidance and instruction of teachers, is counted as present or absent measured to the next nearest half day. Example: A child who attends summer school for three hours a day is considered a half-day student while a student who attends school for five hours a day is considered a full-day student.
            - ***No regularly scheduled classes.*** A pupil in a summer school program which does not have a regular time during which the pupil is present under the guidance and instruction of teachers, is counted as present calculated as the count of the number of days present multiplied by that student's FTE or absent using the count of the number of days absent multiplied by that student's FTE. ***Full time equivalent (FTE)*** Full time equivalent means the proportion that the time for which a student is enrolled or receives instruction bears to the time that full-time pupils, carrying a normal course schedule, in the same school district, for the same school year are enrolled and receive instruction.
    - The CPA firm that will audit this year's CAR.
    - The software vendor used for finance.
- Once the answers to the questions have been submitted successfully the following will appear at the bottom of the page:
    - Errors = 0

  - Successful Records = 0
  - "Not Complete" for Stage 1, Stage 2, Stage 3, and/or Stage 4
- This page is used to complete different stages of error checking on the upload file. You must click through the stages starting from 1 to 4. If your file has any errors, you can correct those errors on your records and upload the file again. You cannot edit the uploaded file online. You must run through all the error checks in each of the stages and have no errors to have a successful file.
- Click on the "**Uploaded Errors**" button to view errors in Stage 1. This stage will check for errors such as negative numbers that should not be negative, invalid account codes, and header vs. detail problems. The form shows errors grouped in 2 ways: Grouped by Fund or Grouped by Category of Error. Click on the button that shows the count of errors to see a list of the records containing errors. These records can be sorted by dimension (field) in any way that is helpful to the district/AEA. Click **"Back to CAR Status Page"** to continue through stages or click **"Back to File Upload Page"** to upload a new file.
- Correct the records and upload again until Stage 1 says "Complete" on the "**CAR Status Page**".
- Once districts have successfully completed Stage 1, it is possible to click the subsequent stages to view errors in Stages 2 – 4. In addition, if the only Stage 1 edits are negative numbers on the balance sheet, progression to Stage 2 is allowed.
- Then click on the "**Uploaded Errors**" to view errors in Stage 2. Click **"Back to CAR Status Page"** to continue through stages or click **"Back to File Upload Page"** to upload a new file.
- Correct the records and upload again until Stage 2 says "Complete" on the CAR Status Page.
- Then click on the "**Uploaded Errors"** to view errors in Stage 3. Click **"Back to CAR Status Page"** to continue through stages or click **"Back to File Upload Page"** to upload a new file.
- Correct the records and upload again until Stage 3 says "Complete" on the CAR Status Page.
- Then click on the **"Uploaded Errors"** to view errors in Stage 4. Click **"Back to CAR Status Page"** to continue through stages or click **"Back to File Upload Page"** to upload a new file.
- Correct the records and upload again until Stage 4 says "Complete" and the Message appears that "Your file has been uploaded successfully without errors." This message will not be shown until after all errors in all 4 stages have been corrected.
- If the district/AEA has an error that it believes is a programming error in the Department's testing program, contact Denise Ragias, 515-281-4741, Denise.Ragias@iowa.gov

View Reports

- On the Dropdown menu select "View Reports" and click "Go" to go to the static reports. The static reports plus the CAR web-based reports constitute the CAR that will be given to the auditor for audit.
- The Static Reports Include:
  - Treasurer's Report by Fund
  - Balance Sheet by Fund
  - Revenues by Fund by Source
  - Expenditures, by Fund, by Function, by Object
  - Balance Sheet by Long-Term Governmental Account Groups
  - Miscellaneous Income and Actual Expenditure Calculator for Unspent Balance (GAAP Basis)
  - Budget Crosswalk
  - Balance Sheet by Long-Term Governmental Account Group
  - Transportation Report
  - Create Your Own Report (Query option)
- Static reports and queries are created from the data included in the imported CAR COA file and cannot be edited.
- Reports may be exported to excel by clicking on the "Export to Excel" button.
- The district/AEA may enter a number immediately below the fiscal year to select after how many rows or columns to repeat the headers for ease in printing.
- In the query option, the district/AEA may select the dimensions and subtotal levels to create reports from the imported data.
- If the district/AEA is not satisfied with the accuracy of the static reports/queries, it may correct its records and import the corrected file to go through the process again as many times as necessary to obtain accurate static reports as long as the entire process is completed by the due date.
- Create Your Own Report is a useful query tool to gather data by a district's own specification. Clicking on any **field name** will give all the code values and descriptions. The **operator** field has a drop-down menu of "=" equal to; ">" greater than; "<" less than; ">=" greater than or equal to; "<=" less than or equal to; "between", which is inclusive of the parameters; and "or". In the **Data Value 1** field (third column), enter the parameter in the equation, as in "= 3200". In the **Data Value 2** field (fourth column), enter the parameter if a second variable is needed, as in "between 3200 and 3299". In the **Subtotal by** field, enter the number **"1"** for the first subtotal or grouping, the number **"2"** for the second subtotal or grouping, etc. The fiscal year is by default set for "= current year", subtotal "1", but can be changed. Click on **"Create report"** once all values have been entered. In the report that is created, you may choose to have a heading repeated every so many lines by putting a number into the statement, "Repeat Column Headings Every ___ lines" and clicking on "Go". You may "Click on an amount to view detail records. You may click on "**Back to Report"** and then click on **"Back to Selection Criteria"** to start over.
- Review the reports carefully before certifying. Information from the CAR flows into the Special Education Supplement and the Transportation Annual Report, which are also due on September 17th. Changes to the CAR may not be made after certification.

Web-based CAR Reports

- From the Dropdown menu, select "Certification" and click "Go" to go to the web-based CAR report screen. The web-based CAR report plus the static reports constitute the CAR that will be given to the auditor for audit. These reports cannot be completed until the CAR COA file has been successfully uploaded. This screen shows the status of the upload and the Nonprofit School Organization Report.
- From the Certification screen select the web-based CAR report to complete. The only remaining web-based CAR report is Nonprofit School Organizations Established by the Board. Even if this report is not applicable to the district, the update button within the report must be clicked on to record 0.00 in each line. **The Certification button will not appear until this report is completed and updated.** See specific instructions for the Nonprofit School Organizations Report below.

Certification

- The certification and contact information for the CAR COA upload and CAR-web-based data collection is included on the Certification page. This is the final step in the CAR reporting process and must be completed no later than September 17th following the fiscal year. Again, see the information at the top of these instructions related to withholding of state aid for late filing.

Web-Based Report - Nonprofit School Organizations

Pursuant Iowa Code 279.62, report the financial information requested for those nonprofit school organizations meeting the criteria listed below. If the district has more than one such entity/organization, the district will include all of those entities and organizations on one form. The entities or organizations could be established before, on, or after July 1, 2005.

Criteria: Entities or organizations whose financial activity must be reported are those that meet all 3 of the following criteria.

1. Established by the board of the school district, whether in conjunction with other entities/organizations/governments or acting alone.
2. Established for the sole benefit of the school district and its students.
3. Exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code.

Using the same reporting period as the district's fiscal year, report the nonprofit school organization's financial activity on a GAAP basis. These entities are separate legal entities with their own federal ID numbers and are not included in the district's books or CAR COA upload unless in an agency fund, regardless of how they are reported in the audit.

If the criteria are not met, a district must still go into the report and click on the update button to register the zeroes.

Rows 1 through 5 include all revenue and other financing sources of the nonprofit school entities/organizations.

Row 1. Enter the investment income revenue for the nonprofit school organizations.
Row 2. Enter the contributions and donations received by the nonprofit school organizations.
Row 3. Enter the revenues from fund raisers conducted by the nonprofit school organizations.
Row 4. Enter any other type of revenue or financing source to the nonprofit school organizations. This might include grants, annuities, bequests, or any other type of revenue not included on rows 1, 2, or 3.

Rows 6 through 17 include all expenditures and other financing uses of the nonprofit school entities/organizations.

Row 6. Enter the total tuition payments or scholarships expended.
Row 7. Enter the total amount of contributions the nonprofit school organizations gave to the school district or expended on behalf of the school district for school-sponsored student activities.
Row 8. Enter the total amount of contributions the nonprofit school organizations gave to the school district or expended on behalf of the school district for school-sponsored student athletics.
Row 9. Enter the total amount of contributions the nonprofit school organizations gave to the school district or expended on behalf of the school district for student clubs or organizations.
Row 10. Enter the total amount of contributions the nonprofit school organizations gave to the school district or expended on behalf of the school district for student support services.
Row 11 Enter the total amount of contributions the nonprofit school organizations gave to the school district or expended on behalf of the school district for staff support services.
Row 12. Enter the total amount that the nonprofit school organizations reimbursed to the school district for administrative and operational support costs the district incurred on behalf of the nonprofit school organizations.
Row 13. Enter the total amount of other administrative costs in the nonprofit school organizations not included in row 12.
Row 14. Enter the total cost for operations & maintenance in the nonprofit school organizations not included in another row.
Row 15. Enter the total cost of facility acquisition and construction in the nonprofit school organizations.
Row 16. Enter the total amount of any other expenditures/expenses or other financing uses in the nonprofit school organizations not included on rows 6 through 15.

Rows 18 through 20 report fund balance and changes to fund balance for the nonprofit school organizations.

Row 18. The July 1 beginning fund balance in the nonprofit school organizations is pre-populated with last year's ending unexpended balance.
Row 19. Will be calculated within the data collection program.
Row 20. Enter the total ending fund balances in the nonprofit school organizations on June 30.

Final Steps

- Compare the current year's submission with similar data for the previous year. Large differences may indicate an error.
- Have an independent person review the CAR. This review includes comparing the entries to the original documents, determining that all funds handled by the district/AEA have been reported, and that all instructions and UFA regulations have been followed.
- The certification and contact information for the CAR COA upload and CAR-web-based data collection is included on the Certification page. After entering the contact information, click the **Update** button to save the contact information. This is the final step in the CAR reporting process and must be completed no later than September 15 following the fiscal year end. Again, see the information at the top of these instructions related to extensions for good cause.
- Once the data have been certified, data can no longer be changed. Data will, however, still be browsable.

State and Federal Response

- LEAs/AEAs are responsible for timeliness and data quality and for responding to questions raised by the Department of Education staff or the auditors. Personnel at the Iowa Department of Education perform edit procedures on each LEA's/AEA's Certified Annual Report to check for internal and longitudinal consistency. Questionable entries may be referred to the LEA/AEA for verification or correction.
- Federal and State Law require the CAR to be audited. CARs are audited during the annual audit of the LEA/AEA by an independent or state auditor. The auditor includes in the audit comments information regarding the accuracy and timeliness of the CAR filing.
- A printed copy of the final CAR should be retained permanently. The supporting worksheets should be retained for at least five years after approved audit.