



Reporting Bulletin

August 25, 2017
FY2018-01

Region V Computer Services Coop.
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Property Tax Shift FY 2017

August 18, 2017 email from MDE, School Finance

The Tax Shift MFR report is now available on the MDE Data Center portal. In addition, a revised copy of the tax shift spreadsheet has been posted on [MDE's Levy Certification Process page](#). The FY 2014 Career Technical Adjustment, which can be found on line 1338 of the 2017 Levy Limitation and Certification Report, was inadvertently left off of previous versions. We recommend that Business Managers check to see if their district's numbers have been updated. The difference would appear on Column 1 Row E General - Career Technical.

IRS Mileage Rate

The IRS standard business mileage rate is 53.5¢ per mile for 2017.

Year-End Reporting Deadlines

For FY 2017, the statutory deadlines on reporting and submitting data and audits are:

- ✓ No later than September 15, 2017 Initial Upload of UFARS data (audited or unaudited). **Please have to the Region by noon 9/13.**
- ✓ No later than November 30, 2017 Final Upload of Audited UFARS data. **Please have to the Region by noon 11/28.**
- ✓ No later than November 30, 2017 Completion of Audited UFARS Compliance Table.
- ✓ No later than January 2, 2018 Audit Report Submitted to MDE and State Auditor.

*Late submissions will
disqualify a district from
the School Finance
Award*

Levy Reporting

July 13th excerpt from memorandum from Tom Melcher, Director, MDE.

This memo describes the information needed for the 2017 Payable 2018 Levy Limitation and Certification Reports. The requested data is required for the calculation of school district levy limitations under Minnesota Statutes, Chapters 122A, 123A, 123B, 124D, 125B, and 126C. In addition, this memo contains information for many miscellaneous levy authorities for which your district may wish to apply.

Access the following information for the levy verification process on the Minnesota Department of Education's (MDE) Website.

To get to the Levy-related information, select [Districts, Schools and Educators > School Finance > Levy Certification Process](#). [Here you will find:](#)

- A copy of this memo ("2017 Payable 2018 Levy Forms and Instructions").
- Levy Limitation and Certification Calendar.
- Excess Debt Redemption Fund Balance Instructions.
- Excess Debt Redemption Fund Balance (spreadsheet).
- Levy Information System Instructions.

Related offsite resources (right navigation bar).

- Department of Revenue's Truth in Taxation Link.
- Minnesota School Boards Association and Election Dates.
- Department of Revenue's Economic Development Tax Abatements Link.

To access the following data reporting systems, select [Districts, Schools and Educators > Data Submissions](#).

- Levy Information System
- Health and Safety
- ADM/EL (EDRS)
- Levy Forms and Instructions

To get to the Minnesota Funding Reports (MFR) section, select Data Center > Data Reports and Analytics > School Finance Reports > Minnesota Funding Reports (MFR).

You are encouraged to check the Levy Certification Process section of the MDE website throughout the summer and fall for announcements and updates related to the levy certification process.

Levy Information for 2017 Payable 2018

July 24, 2017 Email from MDE

The Levy Information System is now open for Payable 2018 data entry. You can find the link to the levy system below. The password to the system is summer2017. In addition, the Levy Information System Instructions, Levy Calendar, and Levy Forms and Instructions can be found on the MDE website. Building/Land Lease and Debt Service data is required by **August 11**. All other data entry is due by **August 28**. Intermediate districts and cooperatives should use this system to request lease authority for their member districts.

If you have any questions, please contact [Daley Lehmann](#).

[Levy Information Website](#)

(<https://w1.education.state.mn.us/SummerLevy/login.do>)

Levy Information System Login

This website is for the input of data by site or district officials. Please enter your District Number, District Type and password.

District Number: (4 digit, ex: Aitkin=0001)

District Type: (2 digit, ex: 01)

Password:

Transportation Annual Reporting Deadline

Excerpt from August 18, 2017 Email from MDE

This is a reminder that all the following reports were due, August 15, 2017.

- [Pupil Transportation Annual Report](#)
- [Supplemental Worksheet for Transportation Category 07](#)
- [Supplemental Worksheet for Categories of Transportation Services not Listed on Annual Report](#)
- [Pupil Transportation Annual Report Cooperative and Intermediate Districts](#)
- [Transportation to Interdistrict Desegregation or Integration Schools or Programs Application](#)

If you need further instruction, please visit the MDE website – scroll down to the Annual (year-end) Reporting section.

Please include the district's or charter school's working papers with your Pupil Transportation Annual Report. Districts submitting the Transportation to Interdistrict Desegregation or Integration Schools or Programs Application – remember to attach a spreadsheet of the district's UFARS Finance Code 714 Report.

Reports may be emailed to [Julie Belisle](#) until August 23, 2017. Reports submitted to MDE after August 23, 2017, should be emailed to MARSS@state.mn.us. Thank you for your prompt attention to this transportation reporting deadline.

Make sure to include your working papers with your Pupil Transportation Annual Report.

MARSS End of Year FY2017 Timelines

MARSS Timelines Submissions / Turn Around Reports End of the Year 2017

Files due to the department:

- ✓ **August 2** Used for Special Ed tuition billing and September Clean-up Payment.
- ✓ **September 6** Used for October 30 Clean-up Payment.
- ✓ **October 18** **Final Data due.**
- ✓ **November 16** Electronic Appeal File Process.
- ✓ **December 15** Statute deadline.

Contact: marss@state.mn.us

Election Timelines

MSBA Website "Elections-Referendums"

Important Election Dates:

<http://www.mnmsba.org/Elections-Referendums>

- ✓ [2017 Election Dates for School Districts Without A Primary](#)
These summary dates can be used by your district election clerk to make sure all election laws are followed.
- ✓ [2017 Election Dates for School Districts With A Primary](#) For about 20 districts that are subject to the primary election system, these summary dates can be used by your district election clerk to make sure all election laws are followed.
- ✓ [2017 Important Referendum Election Dates](#) If you are holding an operating levy this year, this timeline will give you a list of dates to track for your operating levy election.



Compensatory Revenue and Free and Reduced Lunch Applications

With the start of school just around the corner, many of you are getting ready to send out free and reduced lunch applications. This is a good time to inform families that students eligible for the Free and Reduced Lunch Program earn the school additional income for educational purposes not related to the food service program. Encourage families to consider helping the district collect this additional revenue by completing and returning the free and reduced lunch application form sent out by the district.

Make sure you have a policy in place for unpaid meal charges.

Career and Technical Levy Reporting

July 19, 2017 excerpt from memorandum from Greg Keith, Chief Academic Officer, MDE and Paula Palmer, Director, Office of Career and College Success, MDE

Minnesota Statutes, section 124D.4531, allows a district with a career and technical program approved under this section to be eligible for career and technical revenue equal to 35 percent of approved expenditures in the fiscal year in which the levy is certified. Districts must submit annual budgets for their career and technical education programs to qualify for this permissive levy. The Minnesota Department of Education approves the anticipated expenses for each school district's career and technical education programs.

[The Career and Technical Education Levy Reporting System](#) is now open for entering FY17 actual expenses. Actual expenses must be entered for approved career and technical education programs by **September 15, 2017**.



Verification of District and School Site

From MDE Website

[The District and School Site Verification System](#) is a web-accessible collection tool that enables updates to the Minnesota Department of Education (MDE) master directory of organizational units, which controls the processing of data on other MDE major systems such as MARSS, STAR, UFARS, FNS, IDEAS, LEVIES and the AYP Report Card.

It is essential that contact information be kept up to date. Districts are asked to update changes to contact information whenever necessary throughout the year. [Download a memo](#) from May 17, 2017, about annual verification of district and school site information.

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Mark your Calendar

Region V will be closed Monday September 4th for Labor Day.

Fall Sessions will be held:
October 17th at SCSC North Mankato
October 18th at SSC Rochester