

# Charter School Finance Update

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STATE FUNDING DIVISION

JUNE 2017

# Agenda

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85<sup>th</sup> Legislative Session Updates

Foundation School Program (FSP) Reports and Deadlines

ADA Projection Report Interface

Staff Salary User Interface

Summary of Finances (SOF)

Estimate of State Aid Template

# 85<sup>th</sup> Session Legislative Updates

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## House Bill 1081 New Instructional Facility Allotment (NIFA)

- Refer to the June 1, 2017, To The Administrator Addressed (TAA) Letter available on TEA Correspondence page of TEA website.
- Defines New Instructional facility as:
  - a newly constructed instructional facility,
  - a repurposed instructional facility, or
  - a leased facility operating for the first time as an instructional facility with a minimum lease term of not less than 10 years.
- Increases reimbursement for each student in average daily attendance (ADA) at new instructional facility.

# 85<sup>th</sup> Session Legislative Updates

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## House Bill 2442 Minutes Bill

- Refer to the June 27, 2017 TTAA letter: Minutes of Operation – Updates to HB 2442

### 2017-2018 school year

- To receive full funding, school districts and charter schools are required to provide 75,600 minutes of operation.
- Exceptions automatically granted to the requirement above:
  - Prekindergarten programs (comply with 2-hour instruction rule/120 min)
  - Treatment facilities, AEP, DAEP, Dropout recovery campuses (comply with 4-hour instruction rule/420min)
  - Charter schools in operation prior to January 1, 2015 (comply with 180 days of attendance and 4-hour instruction rule/240 minutes)

### 2018-2019 school year

- TEA will release TTAA letter September 2017.

# Legislative Updates

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## State Average Funding Rate Estimates

	State Average Estimate 2016-2017	State Average Estimate 2017-2018
Basic Allotment	\$5,041	\$5,089
Adjusted Basic Allotment	\$5,325	\$5,376
Adjusted Allotment	\$6,453	\$6,519
DTR Level I	0.0540	0.0568
DTR Level 2	0.0518	0.0445

# FSP Report and Deadlines

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## Reminders

- Login to web-based Foundation School Program (FSP) System, part of the Texas Education Agency Secure Environment (TEASE).
- Select applicable “Programs” module to access, complete, and submit report (ex. Charter Schools, Transportation, NIFA, Staff Salary, etc.)
- Use Internet Explorer 9 as your browser when entering data into the report. You may not be able to open and access all needed data screens using another browser.
- Always ensure report is in SUBMITTED (to TEA) or APPROVED (by TEA) status by your deadline date.

# FSP Report and Deadlines

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## 2016-2017

- Transportation Route Services
- Staff Salary Report
- Transportation Operations

## Deadline

August 1, 2017

August 31, 2017 & March 31, 2018

December 1, 2017

# FSP Report and Deadlines

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## 2017-2018

- Transportation application (new applicants only)
- New Facility Instructional Allotment (NIFA)
- Estimate Data Report
- Accelerated Payment Schedule
- Six-Week District Summary Attendance Report
- State Compensatory Alternative Basic Monthly Claim
- Transportation Route Services
- Staff Salary Report
- Transportation Operations

## Deadline

July 15, 2017

July 17, 2017

August 1, 2017

September 1, 2017

10 days after reporting period ends

November 30, 2017

August 1, 2018

August 31, 2018 & March 31, 2019

December 1, 2018



# FSP Reports and Deadlines

## 2016-2017

Date	Report Submission	Notes
August 1, 2017	Transportation Route Services	Reporting of 2016-2017 data.
August 31, 2017	Staff Salary Report (for near final)	<ul style="list-style-type: none"> <li>Only applicable to charter holders that participated in Texas Retirement System (TRS) Active Care program in 2005-2006.</li> <li>Must be active, contributing member of TRS.</li> <li>Full and part-time nonprofessional staff only.</li> <li>Not applicable to employees subject to Minimum salary schedule.</li> <li>\$500 per full-time staff and \$250 for part-time staff.</li> </ul>

# FSP Reports and Deadlines

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2016-2017

Date	Report Submission	Notes
December 1, 2017	Transportation Operations	Reporting of 2016-2017 data.
March 31, 2018	Staff Salary Report (for Final)	See Notes from previous slide.

# FSP Reports and Deadlines

## 2017-2018

Date	Report Submission	Notes
July 15, 2017	Transportation application	New applicants only.
July 17, 2017	New Instructional Facility Allotment	Review June 1, 2017 TAA Correspondence for information.
August 1, 2017	Estimate Data Report	<ul style="list-style-type: none"><li>• 2016-2017 roll-over to 2017-2018.</li><li>• Required for new charter schools and charters reporting material increases.</li><li>• First six-week estimate only.</li><li>• Estimate data used for FSP payment until first six-week district summary report approved by TEA.</li></ul>

# FSP Reports and Deadlines

## 2017-2018

Date	Report Submission	Notes
September 1, 2017	Accelerated Payment Schedule (Payment Class 5)	<ul style="list-style-type: none"> <li>• 10% or greater in enrollment growth.</li> <li>• Compares school's first day enrollment with the prior year PEIMS Fall enrollment.</li> <li>• Locks Payment Class 5 schedule for three years.</li> <li>• Charter may apply to reestablish eligibility every three years.</li> <li>• Distributes 49.5% of Foundation School Funding remaining balance in first three payments and 50.5% over last 9 payments.</li> </ul>

# FSP Reports and Deadlines

## 2017-2018

Date	Report Submission	Notes
10 days after last track in reporting period ends	Six-Week District Summary Attendance Report	<ul style="list-style-type: none"> <li>• Non-school days count towards the 10-day deadline.</li> <li>• Comply with Student Attendance Accounting Handbook Section II audit requirements (Signed report and available upon requests by TEA or external auditors).</li> <li>• Submit through FSP ADA Projection Report interface.</li> <li>• Review FSP ADA Projection Report thoroughly before submitting Six-Week District Summary Attendance Report.</li> </ul>

# FSP Reports and Deadlines

## 2017-2018

Date	Report Submission	Notes
November 30, 2017	State Compensatory Alternative Basic Monthly Claim	<ul style="list-style-type: none"> <li>Alternative reporting procedures available on the Charter School Finance webpage of TEA website.</li> <li>Only applies to campuses who are not participants in the National School Lunch and Breakfast Program through Texas Department of Agriculture.</li> <li>Critical reporting for charter schools that were new charters in the 2016-2017 school year.</li> </ul>

# ADA Projection Report

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- From the Six-Week Detail Report, select GO TO ADA Projection button.
- Report includes columns with FSP Estimate Data Report, Six-week District Summary Attendance Reports, and “Average” column of the Six-week District Summary Attendance Reports.
- Values used to update the Summary of Finances (SOF) report found on “Average” column.
- Review the highlighted current Six-week District Summary Attendance Report for reasonableness, accuracy, and missing data.
- Submit (to TEA) your Six-Week District Summary Report from the ADA Project Report Interface only.
  - Charter User role id must acknowledge and certify to assurance to activate Submit to Superintendent button.
  - District Approver role id must acknowledge and certify to assurance to activate Submit to TEA button.

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# ADA Projection Report Interface

## ADA Projection Report

	Estimate	1st Six Weeks	2nd Six Weeks	3rd Six Weeks	4th Six Weeks	5th Six Weeks	6th Six Weeks	Average
Status	Approved	Approved	Approved	Approved	Approved	Approved	Saved	
Status Date	8/19/2016	10/7/2016	12/7/2016	1/27/2017	3/23/2017	5/1/2017	5/18/2017	
Begin Date	-	8/15/2016	9/27/2016	11/15/2016	1/18/2017	3/1/2017	4/20/2017	
End Date	-	9/26/2016	11/14/2016	1/17/2017	2/28/2017	4/19/2017	5/15/2017	
<b>Attendance Data</b>								
Days in Membership	-	41533	41505	41118	40543	40133	40000	40805.3
Total Days Absent	-	785	1226	1346	1320	1346	1300	1150.7
Total Days Present	-	40748	40578	39792	39323	38787	38700	39654.7
Total Ineligible Days	-	0	0	0	0	0	0	0
Total Eligible Days	-	40748	40578	39792	39323	38787	38700	39654.7
<b>Total Refined ADA</b>	<b>1333.75</b>	<b>1358.27</b>	<b>1352.6</b>	<b>1326.4</b>	<b>1310.77</b>	<b>1292.9</b>	<b>1292.9</b>	<b>1322.3</b>
Bilingual/ESL Eligible Days	-	443	963	1085	1141	1130	1130	982
<b>BIL/ESL Refined ADA</b>	<b>10.67</b>	<b>14.77</b>	<b>32.1</b>	<b>36.17</b>	<b>38.03</b>	<b>37.67</b>	<b>37.67</b>	<b>32.7</b>
Special Ed. Mainstream Eligible Days (Code 40)	-	30	29	33	43	30	30	32.5
<b>Special Ed. Mainstream Refined ADA</b>	<b>6.79</b>	<b>1</b>	<b>0.97</b>	<b>1.1</b>	<b>1.43</b>	<b>1</b>	<b>1</b>	<b>1.083</b>
Pregnancy Related Services (PRS) Eligible Days	-	0	0	0	0	0	0	0
<b>Pregnancy Related Services FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gifted and Talented Enrolled	0	0	0	0	0	0	0	0
<b>Gifted and Talented Max</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Career and Technology Education (CATE) Data</b>								
V1 FTE	0	0	0	0	0	0	0	0
V2 FTE	0	0	0	0	0	0	0	0
V3 FTE	0	0	0	0	0	0	0	0
V4 FTE	0	0	0	0	0	0	0	0
V5 FTE	0	0	0	0	0	0	0	0
V6 FTE	0	0	0	0	0	0	0	0
<b>Total CATE FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Education Data</b>								
00 Speech Therapy FTE	0.242	0.44	0.49	0.44	0.46	0.41	0	0.373
01 Homebound FTE	0	0	0	0	0	0	0	0
02 Hospital FTE	0	0	0	0	0	0	0	0
08 Vocational Class	0	0	0	0	0	0	0	0
30 State School FTE	0	0	0	0	0	0	0	0
41-42 Resource	1.849	2.68	2.83	2.57	2.46	2.75	0	2.215
43-44 Mild/Moderate	0	0	0	0	0	0	0	0
45 Full Time	0	0	0	0	0	0	0	0
81-89 Respite & Treatment FTE	0	0	0	0	0	0	0	0
91-98 Other	0	0	0	0	0	0	0	0
<b>Total Special Education FTE</b>	<b>2.091</b>	<b>3.12</b>	<b>3.32</b>	<b>3.01</b>	<b>2.92</b>	<b>3.16</b>	<b>0</b>	<b>2.588</b>
<b>Total ADA</b>	<b>1331.659</b>	<b>1355.15</b>	<b>1349.28</b>	<b>1323.39</b>	<b>1307.85</b>	<b>1289.74</b>	<b>1292.9</b>	<b>1319.718</b>
<b>Percentage</b>	<b>97</b>	<b>98.11</b>	<b>97.767</b>	<b>96.775</b>	<b>96.991</b>	<b>96.646</b>	<b>96.75</b>	<b>97.173</b>

☐ I, the undersigned, hereby acknowledge that in order to earn full funding, schools must operate calendar tracks that provide students with a minimum 75,600 total minutes including waivers. Daily minute calendar information will be submitted by track via the PEIMS Summer submission. Non-Compliance with this requirement will cause monthly foundation payments to be overstated and those funds will be recovered as a result of an audit or during the settle-up process.

I, the undersigned, hereby offer assurances that I have taken measures to verify the accuracy, authenticity, and completeness of the information being reported. I further affirm that the charter school has procedures in place to assure the accuracy of the mathematical computations of the Six-Week District Summary report and that these computations accurately summarize the information appearing on the Six-Week Track Summary, the Six-Week Student Detail Track Summary, and the Six-Week Campus Summary reports. Additionally, I understand that it is the school's responsibility to ensure that all back up documentation for this information is maintained and available for audit purposes. For additional information on these reports, Please refer to the Student Attendance Accounting Handbook, Section II Audit Requirements.

First Name	Last Name	Approval ID	Submit Date & Time
Dist	Appr	da015834	

Submit To TEA

SUBMIT TO TEA



# 2017-2018 Staff Salary User Interface

## New Additions:


- Annual Allotment column
- Average/Total row
- User comments section
- Data validations

Staff Information						
*Please note that the Annual Allotment is an Estimate until all months have been submitted and approved.						
Month	FT Staff	PT Staff	Total Count	Monthly Allotment	Annual Allotment	Edit
September	4	0	4	\$167		Edit
October	3	0		\$125		Edit
November	3	0	3	\$125		Edit
December	3	0		\$125		Edit
January	3	0	3	\$125		Edit
February	3	0	3	\$125		Edit
March			0	\$0		Edit
April			0	\$0		Edit
May			0	\$0		Edit
June			0	\$0		Edit
Average/Total						
User Comments						

# Summary of Finances (SOF)

## LPE and DPE column

- Legislative Payment Estimate (LPE) = basis for Payments
- District Planning Estimated (DPE) = basis of Earnings

<div>  <div>2017-2018 Summary of Finances</div> </div>			
ABC CHARTER ACADEMY (227846)			
Last Update: APR 27, 2017			
Payment Cycle: Preliminary		Payment Class: 4	Run Id: 20045
Funding Elements			
Students		LPE	DPE
1.	Refined Average Daily Attendance (ADA)	4,474.074	4,474.074
2.	Regular Program ADA (Ref ADA - Spec Ed FTEs - CT FTEs)	4,310.078	4,310.078
3.	Special Education FTEs	83.593	83.593
4.	Career & Technology FTEs	80.403	80.403

# Summary of Finances

## 2017-2018

Date/Month	SOF Status	Description of SOF Updates
Prior to June 19, 2017	Preliminary	Biennial Attendance Projection Data.
June 19, 2017	Preliminary	Rollover of 2016-2017 June SOF/ADA Projection data to 2017-2018 Estimate Data Report.
September 10, 2017	Preliminary	Charter Revised Estimate Data Report.
10 <sup>th</sup> of each month	Preliminary	FSP Six-week ADA Projection Average calculated with current six-week district attendance.
January 2018	Preliminary	New Instructional Facilities Allotment Estimated posted.
March 2018	Preliminary	<b>ACTUAL</b> State Compensatory Education Enrollment data from Texas Department of Agriculture NSLBP and FSP Alternative Monthly Claims of prior Federal Fiscal Year (October 2016 – September 2017).

# Summary of Finances

## 2017-2018

Month	SOF Status	Description of SOF Updates
September 2018	<p>Near Final (settle-up)</p> <p>Positive ledger balance generates a payment to charter school</p> <p>Negative ledger balance generates an adjustment to 2018-2019 ledger</p>	<ul style="list-style-type: none"> <li>• PEIMS summer attendance collection (Optional Flexible School Year, Advanced Career and Technology, Virtual Schools)</li> <li>• Actual Transportation (if in Approved status)</li> <li>• Actual Staff Salary (if in Approved status)</li> <li>• High School ADA</li> <li>• School District Tax Collection Survey estimate updated</li> </ul>

# Summary of Finances

## 2017-2018

Month	SOF Status	Description of SOF Updates
April 2019	<p>Final (settle-up)</p> <p>Positive ledger balance generates a payment to charter school</p> <p>Negative ledger balance generates an adjustment to 2018-2019 ledger</p>	<ul style="list-style-type: none"> <li>• PEIMS extended year attendance collection (Special Education Extended Year Services, Optional Flexible School Year credit recovery)</li> <li>• State Compensatory Education (if new charter in prior year)</li> <li>• School district audited tax collections (actual)</li> <li>• Actual Transportation (allotment zeroed if not approved)</li> <li>• Actual Staff Salary (allotment zeroed if not approved)</li> <li>• Actual NIFA Instructional allotment (allotment zeroed if not approved)</li> </ul>

# Estimate of State Aid Template

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Download from Charter School Finance webpage of TEA website.

The template for the school year is posted annually by July 1.

*(In general a few days prior to July 1)*

Requires working knowledge of Student Attendance Accounting Handbook

Utilize template to:

- Prepare for FSP Estimate Report.
- Reconcile to latest Summary of Finances.
- Determine or project cash flow/payments.
- Plan your budget.
- Determine final settle-up for the school year.

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## Charter School Finance

### Estimate of State Aid Template

The charter school estimate of state aid template is published annually by July 1. For prior year, templates, contact the Division of State Funding.

- 2017-2018 Estimate of State Aid Template ([Excel, 430 KB](#)) ([PDF, 905 KB](#))
- 2016-2017 Estimate of State Aid Template ([Excel, 260 KB](#)) ([PDF, 190 KB](#))
- 2015-2016 Estimate of State Aid Template ([Excel, 245 KB](#)) ([PDF, 190 KB](#))

# Estimate of State Aid Template

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Excel workbook with 6 worksheet tabs.

1. **Data Elements**  
To prepare submission of FSP Estimate Report.
2. **SCE Worksheet**  
To prepare accurate estimate of the highest 6-month average of State Compensatory Education (SCE) enrollment for FSP Estimate Report.
3. **State Aid**  
To reconcile to the latest Summary of Finance (SOF).
4. **Membership Report**  
Demonstrates membership calculation.
5. **Payment Calculator**  
To determine payments based on approved six-week district summary attendance reports.
6. **FSP ADA Projection Report (NEW)**  
Models the FSP ADA Projection Report interface.

# Estimate of State Aid Template

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Let's Go Live to Estimate of State Aid Template!



# Estimate of State Aid Template

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## Data Elements

- For use in entering new enrollment estimates for 1<sup>st</sup> six-week only in preparation for FSP Estimate Report.
- To load prior year in column C of State Aid tab, enter charter school's 6-digit county district number.
- Your updates in the Data Elements tab feeds into column D of the State Aid tab.
- Data entry validation warnings for exceeded maximum approved enrollment cap.
- Any charter reporting data in the FSP Estimate Data Report should complete Estimate of State Aid Template before submitting to TEA.
- In general, the Data elements tab is used one-time only. However, you may return for the purpose of determining per-student funding estimate information.

# Estimate of State Aid Template

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## SCE Worksheet

- Assists charter schools in arriving at accurate estimate of the highest 6-month average of State Compensatory Education (SCE) enrollment.
- Enter YES or NO to this question: Is this the Charter School's First Year in Operation?
  - If NO – enter October 2016 through September 2017 actual and estimate SCE data.
  - If YES – enter an estimate of October 2017 through September 2018 SCE data.
- Complete SCE worksheet before entering SCE high six-month average in the Data Elements tab or State Aid tab.
- Utilizing this worksheet is beneficial because it should minimize adjustments to the State Compensatory Education allotment. Failure to do so may result in over/under reporting for majority of school year (September – March).

# Estimate of State Aid Template

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## State Aid

- For use in reconciling to the latest Summary of Finance (SOF) and taking your FSP ADA Projection Report (interface report before Six-week District Summary Attendance is submitted) for modeling the next iteration of the SOF.
- Multiple columns (A through L) and rows (1 through 96) with the following major column descriptions:
  - *Weight or Rate* – Column B (NEW effective with 2017-2018 estimate of state aid template)
  - *Preliminary SOF* – Column C (loads prior year data after CDN number is entered in Data Elements tab)
  - *Foundation School Program (FSP) Estimate (From Data Elements)* – Column D (based on revised/new data populated in Data Elements tab)
  - *FSP ADA Projection Average* - Columns E through J
  - *Near Final SOF* – Column K
  - *Final SOF* – Column L
- Hover over individual cells for exact location on SOF to assist in completing data entry (Columns E through L).

# Estimate of State Aid Template

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## Payment Calculator

- Assists charter school determine cash flow and next payment based on approved six-week district summary attendance reports.
- Enter data in the field according to your Payment Class which is either Payment Class 4 (Regular) or Payment Class 5 (Accelerated).
- Obtain your Payment Ledger Report and your most recent SOF or Estimate of State Aid template updated with FSP ADA projection data to complete.
- Allows charter school to also determine Final settle-up payments or adjustment.

# Estimate of State Aid Template

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## FSP ADA Projection Report

- Models the ADA Projection Report found in the FSP system which calculates the annualized average of Six-Week District Summary Attendance Reports values.
- In the FPS system, TEA calculates the annualized average using:
  - Approved Six-Week District Summary Attendance Reports, and
  - Projected Six-Week District Summary Attendance Reports for the remaining six-week district reporting periods based on the last “Approved” report.
- Therefore, this tool was created for the charter school to factor trends that are not known by TEA to assist with budgeting purposes.

# Contact Information

## Contact Us

### State Funding Division

Phone: (512) 463-9238

[sfinance@tea.texas.gov](mailto:sfinance@tea.texas.gov)

The area code for all numbers is 512.

Name	Phone	
Ashley Behnke	463-4834	OFSDP / OFYP / State Compensatory Education
Michael Birnstiehl	463-0964	Technical Writer
Dina Black	463-9531	Charter School Funding
Rob Caudill	475-3925	Federal & Performance Reports / District Expenditures
Amy Copeland	463-8732	Assistant Director, State Funding
Katherine Heeb	463-9334	Statistician
Claudia Hernandez	475-9618	Executive Assistant
Cassie Huggins	463-9232	PSF Bond Guarantee Program / NIFA / QSCB / QZAB
Rick Kendrick	463-6220	Office Operations / PreK Tuition Requests
Rochelle Kingsley	463-8875	Manager, FSP Support
Nancy Kuhn	463-6313	FSP Reports / TEASE / Chapter 313 / TIRZ / Tax Survey
Soyoung Lee	463-9534	Programmer
Leo Lopez	463-9179	Associate Commissioner of School Finance
Al McKenzie	463-9186	Director, State Funding
Jacqueline Pree	475-1217	IFA / EDA
Nora Rainey	463-7298	Foundation School Program Manager
Pablo Reyes	463-9294	TEASE Access / Staff Salary
Danny Sanchez	463-9266	Transportation
George Sims	463-8063	SAS Support
Doug Smith	463-9196	SAS Support
Kim Wall	463-4809	Chapter 41 Wealth Equalization / Charter School Funding