

# ARCC - A - TECT

“PLAYING A PART IN BUILDING BETTER SCHOOL DISTRICTS”

Arrowhead Regional Computing Consortium

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Dale Nielsen x108



**Happy Independence Day!**

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**Next Board Meeting: August 21, 2008**  
Hermantown Admin Bldg, 4307 Ugstad Rd; Hermantown  
10:00 a.m.

**YOU ARE ALWAYS WELCOME TO ATTEND**

## Wow, Another Fiscal Year Has Begun! ~

As the ARCC Board recently discussed what we hoped to accomplish during the 2008-2009 fiscal year we spent time talking about how our primary challenge would be to continue to do what we feel we do well. This will include continuing to work with the developers of the software we support and with the member districts on more fully utilizing the capabilities of the software as well as all the other services you have come to expect from us. In addition to services we have provided in the past we are looking forward to testing the waters with some principal training for the first time. With so many of our new superintendents coming up from the principal ranks we feel the time is right to offer this type of training. During the new fiscal year we will also begin doing some long range planning for ARCC as pending retirements, expiring leases and other factors provide us with some unique opportunities.

In closing I again want to thank each of our member districts for their past support and assure you that in 2008-2009 I will be doing everything I can to help make ARCC an even more valuable resource to your districts.

~ Marv Roberts



## When Will We See Funding???

As of the time this article was written, the Schools and Library Division had released nine (9) waves of funding. So far only two (2) ARCC members have been included on this list. Before any of you start to panic, I periodically check the status of your applications and almost everyone has moved from "Filed within the Window" to Initial Review. That is a good sign.

## Audits/Reviews/Program Integrity

There is a lot of news on all of the E-Rate web sites about increasing audits in the Universal Service Fund. Due to the high percentage of findings in audits of recipients and vendors, the Universal Service Administrative Fund is requiring that more audits be completed. With that in mind there are a number of "types" of audits:

### Program Integrity Assurance (PIA)

EVERY district goes through PIA each year they submit an application. It is a general review of your application request. What you asked for, what your contract states, how you calculate your free and reduced lunch percentage and how that calculation compares to what was submitted by the state, etc. It is not too invasive and most of the questions are answered by a phone call or e-mail. You have 14 days to respond to this type of review. This type of review is done BEFORE funding is committed.

### Selective Review

This is a more thorough review. They are handled 100% on paper with no on-site investigations. There are two kinds of selective reviews:

Category Selective Review – this one has a narrow focus on competitive bidding, your technology plan and your technology budget. You have only 15 days to respond to this type of review. This type of review is done BEFORE funding is committed and can result in reduction of funding.

Full Selective Review – this one is more intense and covers all aspects of your application process including all relevant correspondence. Since this is more in depth, you have 30 days to respond. This type of review is done BEFORE funding is committed and can result in reduction of funding.

### Full Audit or Special Compliance Review

This is the whole ball of wax. They look at your application; did you follow all the rules? They look at correspondence from service providers; were you fair with all of them? They look at how you selected your service providers. They review your contracts, they review your bills, they physically look at cancelled checks written to your service providers and also want to see how you collected your e-rate discounts and determine if they were calculated correctly.

A private auditing firm sends you a whole list of information they want ahead of time and they then come to your district to look at your records. This type of review is done AFTER funding has not only been committed but paid out on your behalf. This type of audit can result in recovery of funding if they find errors in any step of your application process.

A full explanation of all of the types of reviews can be found on the Schools and Library web site, under their News Briefs link. They are included in the briefs posted on 5/26, 5/27, 5/28, 5/29 and 5/30.

Please let me know if you receive a notice of selective review or full audit request and I will work with you to prepare the paperwork necessary to meet all the requirements.



# FINANCE - Cathy Erickson, Cindy Olson, Jeff Yeager

## UFARS Reporting Timelines – Jeff Yeager

- Fiscal Year 2009 budget is approved and adopted prior to July 1, 2008.
- Budget Publication information is available to the Board and published for the Community by the earlier of November 30, 2008 or 1 week after the school board accepts the audit. This information must be included with the Truth & Taxation materials, posted conspicuously on the district's official web site and include a link to the district's school report card on the MDE web site.
- Unaudited UFARS data is due September 15, 2008.
- Final Audited UFARS data is due December 1, 2008.
- UFARS Compliance table is due December 1, 2008.
  - Audit report to MDE and State Auditor are due December 31, 2008.



## Fixed Asset Update – Jeff Yeager

Now is a good time to update fixed assets for new additions and disposals. If you did not keep the system current during the year, you can find information with the Posted Activity Audit report using periods 200801 to 200812 with the object parameter set at 5% or the Voucher Detail Summary screen.

Query the Voucher Detail Summary screen with the following values:

1. Click on the Account tab and press query.
2. Set period to >200714 or >=200801.
3. Set Object (O/S) to like 5%.
4. If using after July 1<sup>st</sup>, set the invoice date to <07/01/2008.
5. Press Find to display the results.
6. Modify the sort with Edit/Sort. Change the Co (Company) to Base Amount, Desc (Descending) and press OK.
7. Use the split window feature on the bottom left to configure 2 view windows.

Use the results from either option to process the original voucher as a fixed asset update or manually add the necessary information.

Identify the asset numbers disposed and send a list to ARCC to finalize your fixed asset update.

## Purchase Order Cleanup – Jeff Yeager

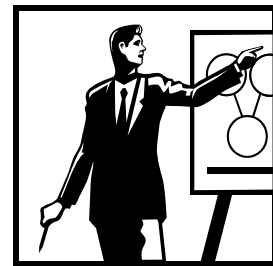
Review the open purchase orders for items that will not be processed by June 30. Decide if the order should be closed or changed to fiscal year 2009. Change the Period value on each detail line for orders moving to FY2009 or take advantage of the Copy PO feature.

## Superintendent's Workshop - Cathy Erickson

Region 2 Superintendents are invited to the annual ARCC Superintendent Workshop. The workshop is scheduled for Tuesday, August 5<sup>th</sup> and Wednesday, August 6<sup>th</sup> at the new Black Bear Convention Center in Carlton. Both days will start at 9:00 and go until 3:00.

Day one will focus on general finance overviews including:

- Student Counting Methods
- General Education Aid Calculation
- Levy Certification
- Special Education Revenue
- Food Service Review
- Community Service Review
- Debt Review



Day two will include special topics and guest speakers. We are still in the process of confirming topics and guest speakers at this time. If you are interested in attending, please contact Cathy Erickson to reserve your spot at [cerickson@arcc.org](mailto:cerickson@arcc.org) by Monday, July 21<sup>st</sup>.



## Year End Tax Reconciliation Workshop - Cathy Erickson

The ARCC Finance Department is offering two year end tax reconciliation workshops for districts looking for assistance in recording tax entries.

This year we will host two half day instructional sessions and reserve the ARCC lab for the second half of each day for a “working session” so you can complete all of your tax entries with ARCC assistance as needed.

The instructional sessions are scheduled for Wednesday, August 13<sup>th</sup> and Thursday, August 14<sup>th</sup> from 9:00 to 11:30 in the ARCC lab. ARCC will provide lunch for all participants. We will focus on the review of the levy certification, tax shift, early recognition, county statements, tax receipts, taconite revenues and journal entry completion. The lab will then remain open until 4:30 for anyone interested in working on their tax reconciliations.

There is a limit of 8 spots each day, so if you are interested in attending, please contact Cathy Erickson at [cerickson@arcc.org](mailto:cerickson@arcc.org) by Monday, July 28<sup>th</sup>.

## General Education Receivable Workshop - Cindy Lee Olson

For the first time, the ARCC Finance Department is offering a year end workshop for districts looking for assistance in completing their General Education Receivable audit work paper.

Similar to the Tax session, we will host two half day instructional sessions and reserve the ARCC lab for the second half of each day for a “working session” so you can complete all of your receivable entries with ARCC assistance as needed.

The instructional session will be held Thursday, August 21<sup>st</sup> and Friday, August 22<sup>nd</sup> from 8:30 to 12:30 in the ARCC lab. Here is a list of items we will review at the session:

- We will compare payments recorded through the IDEAS system with what was posted on the SMART Finance system.
- We will create a revenue simulation based on your most current MARSS submission.
- We will create a special education revenue simulation (aid only) based on your final year end allowable expenditures using MDE’s spreadsheet and complete MDE’s new excess cost spreadsheet.
- We will review other year end estimates/entitlements from reports found on MDE’s MFR system.
- We will provide a template that will allow you to record receivables in all of these areas. In addition, this template will allow you to reconcile the previous year’s receivable to the actual payments you have received and record the difference.

ARCC will then provide lunch. For districts interested in staying to work on receivables, the ARCC lab will be open until 4:30 and ARCC staff will be available for questions the rest of the day.

There is a limit of 10 spots each day. If you are interested in attending, please contact Cindy Lee Olson at [cindylee@arcc.org](mailto:cindylee@arcc.org) by Monday, July 28<sup>th</sup>.



## Open ARCC Computer Lab - Cindy Lee Olson

Last year something interesting happened in the ARCC computer lab. After the tax reconciliation workshop was over, Business Managers stayed to work on their tax reconciliation audit work papers. (Well, that part is not so interesting)

The interesting part was that we had some Business Managers who came in a couple of days after the session was over to work in the ARCC lab on other audit work papers so they could not only have access to ARCC staff, but more importantly have access to a workspace and computer where they could access SMART Finance and excel with limited interruptions (like their phone, and e-mails and other staff members in their offices) and where they could work together with their peers to complete their audit work papers.



ARCC is excited to announce an entire week where the ARCC lab has been reserved just for this purpose. The week is August 25 through August 29<sup>th</sup>. The lab is open from 7:30 to 4:30. Since this will be pretty informal, we won’t require you to RSVP, but keep in mind we only have 13 computers in the lab. ARCC will provide lunch to those Business Managers who attend the open lab sessions.

# PAYROLL - Nikki Logan

## TRA Demographics

- You will need to send a demographic file to TRA on your 11 and 12 month employees the first time they are paid in fiscal year 2009. Put a check mark in the Retire Demographic Flag box at the top of the screen.



Retire Demographic Flag



- Proof the contracted service credit days on the Retirement tab and make changes if necessary for FY 09 contracts.
- Change the contracted service credit days to 999.9 on newly terminated employees so incorrect days do not get reported in error.

## Summertime Reminders

- Use an "X" pay code when paying employees extra summer pay if that employee has already been paid off for the fiscal year and has had all of his/her deductions withheld. Paying with only an "X" pay code will eliminate 'voluntary' deductions and benefits from being withheld.
- Print your pay, deduction and distribution work lists. Take the time to go over them and stop or delete records on past employees.
- Process your 'New Year Rolls' on the Leave System. This is especially important if you are currently using ESS.

## New Contract Set Up for Fiscal 08-09

You can start setting up your new contracts for 08-09 on the employee paycheck data window. You can overwrite the current row only if you are not currently using the Pay Detail feature. If you do use Pay Detail, give us a call and we will insert a blank row for the new fiscal year.




## Hours Worked for 2<sup>nd</sup> Quarter 2008

- When you have completed your MN DEED Hours Worked reporting for the second quarter of 2008, please call Carol after you have saved and created the file. She will then submit your file.



## Software Update v08.1

- Version 08.1 software was installed on Friday, June 13<sup>th</sup>.

- The icons are slightly different. To exit the application, you will now use the  in the upper right corner of the window as the Exit icon has been removed.
- Most date fields in the Employee Information windows now have a drop down calendar feature. You can still enter dates manually, or you can click on the drop down arrow and a calendar will be displayed for you. You can click on the date you want and it will populate the date field.



Start Date	Stop Date					
06/19/2008	00/00/0000					
June, 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
Today: 6/19/2008						



# STUDENT - Kerry Chaffey, Teri Henderson, Dale Nielsen

## MARSS – Kerry Chaffey

MARSS submissions will continue through the summer for the reporting of school year 07-08. The EOY 08 reporting deadlines to ARCC are as follows:

Friday July 11<sup>th</sup>  
Friday August 8<sup>th</sup>  
Friday September 12<sup>th</sup>



**FINAL** electronic submission for EOY08 is due to ARCC Friday, **October 31<sup>st</sup>**.



## Campus Food Service Update – by Jim Livesay

ARCC is pleased to announce that two additional Region 2 school districts, Barnum and Hill City, will be using the **Infinite Campus** Food Service system effective with the 08-09 school year. With the addition of Barnum and Hill City, the total number of Campus districts using the Food Service product will be eight (of eighteen). For further information, contact ARCC at [campus\\_support@arcc.org](mailto:campus_support@arcc.org).

Campus Food Service



## Managing the Cafeteria

Campus Food Service streamlines cafeteria operations for establishing individual food service accounts, tracking food purchases and designing flexible menu layouts. Food Service improves the efficiency of all food service employees through an easy-to-use point-of-sale (POS) system while simplifying state reporting.

# Kris' Korner!

## **Minnesota Fun Facts:**

Only in the Metrodome has there been a Super Bowl, a World Series and a NCAA Final Four Basketball Championship.

The skyway system in Minneapolis allows people to live, eat, work and shop in nearly five miles without ever going outside.

During the winter of 1888, residents of St. Paul built an ice palace at the winter festival. Before melting, it was considered one of the largest buildings in the world, measuring 14 stories high and covering an acre of land.

The Mall of America in Bloomington is over 9.5 million square feet in size.

Because of its thousands of lakes, Minnesota has 90,000 miles of shoreline, more than California, Florida and Hawaii combined.

Minnesota claims homeland to the following inventions: Masking and Scotch tape, Wheaties, Bisquick, Aveda beauty products, the bundt pan, HMOs, Green Giant vegetables, and the Snickers candy bar.

The first library to have a Children's department was the Minneapolis Public Library in 1889.

Northwest Airlines based out of Twin Cities, was the first major airline to ban smoking on international flights.

Minnesota is home to the first automatic pop-up toaster, the first canned ham, Spam, Greyhound Lines (the first bus line), and Tonka Trucks.

Between the 1860s and the early 1900s Minnesota was the leading lumber-producing state.



## **Quote of the Month ~**

"A bargain is something you can't use at a price you can't resist."

- Franklin Jones.



## **Cherry Rhubarb Jam**

7 cups diced rhubarb

4 cups sugar

1 can cherry pie filling

2 - 3oz pkgs cherry Jello

Mix rhubarb, sugar and pie filling – let sit overnight. Cook for 20 minutes, add Jello, stir to blend well. Can be put in containers and froze or processed in jars. Be creative – use whatever pie filling and Jello you like!

Enjoy!

# ARCC WILL BE CLOSED



**July 4, 2008 ~ Independence Day**  
**September 1 ~ Labor Day**



# Have a Safe Holiday!

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Please contact ARCC with any address or name updates