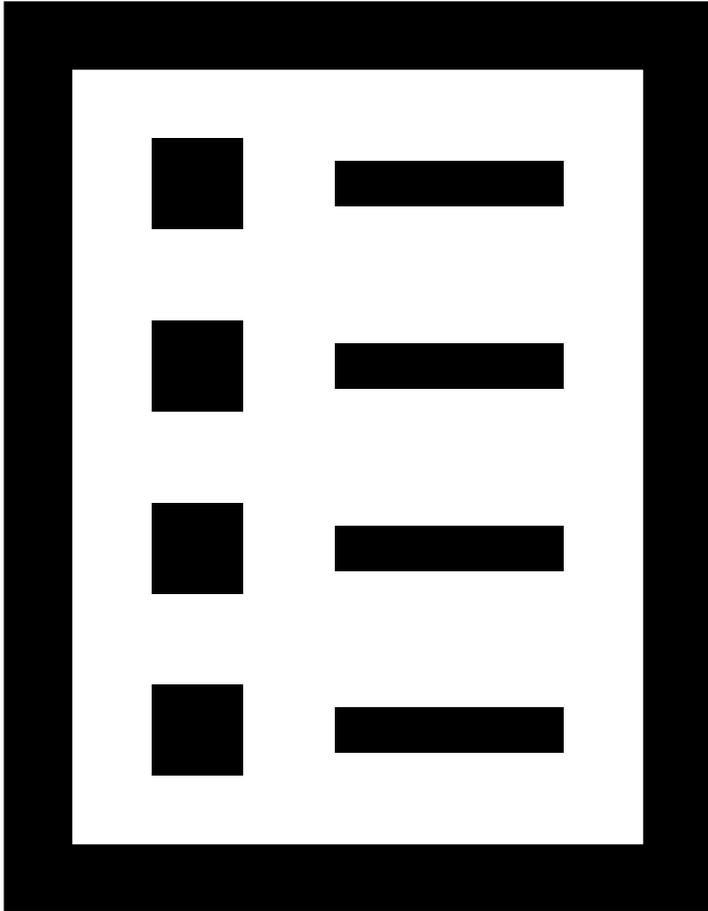


# UPEFS Updates

ASHLYN LEFFEL



# Updates

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FY19 Actual Uploads

Location Mapping

New Balance Sheet Check

New Fund Balance Check

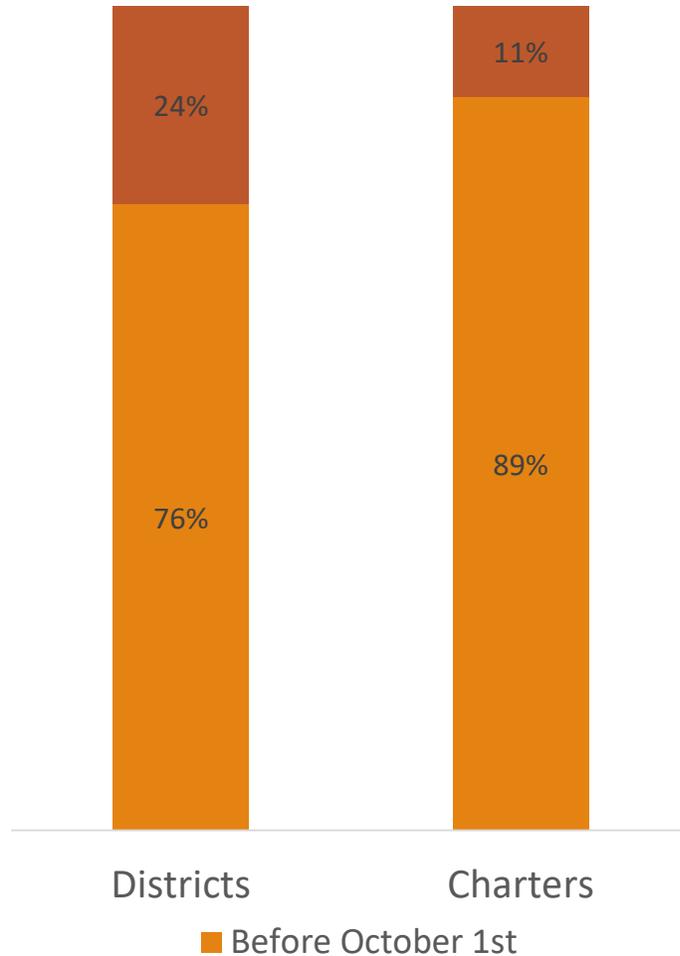
Our Review Process

Review APR Balances

Deadlines

Our Next Steps

## Fy19 Actuals Certified



# Fy19 Actual Uploads

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## Faster Uploads

- Example Large District – 4.5 Hours to 8 Minutes
- Example Small District – 17 Minutes to 20 Seconds
- Example Charter – 3.5 Minutes to 5 Seconds

THANK YOU to those who started working early!

Suggestions?

# Location Mapping in UPEFS

## R277-100-School Definition

- (27) “School” means an instructional environment that:
  - (a) is governed by an LEA board;
  - (b) has an assigned administrator;
  - (c) has enrolled students that generate average daily membership hours during the school year;
  - (d) has assigned instructional staff;
  - (e) provides instruction in the Utah core standards;
  - (f) has one or more grade groups in the range from kindergarten through grade 12

## *Programs that have a CACTUS code, must be mapped to a School or LEA*

- Example: ATC Program(s) do not generate ADM, not considered a School
- Even if it is listed in UPEFS as a location, please map to correct School location
- UPEFS team is looking into de-activating programs with CACTUS ID for UPEFS upload

## Other Location Mapping Notes

- You do NOT need to put a “0” in front of your 2-digit LEA code (ex. 40 will automatically be read as 040)
- You do NOT need to map your code to the same UPEFS code (ex. 1200 mapped to 1200)

# New Balance Sheet Check

- Fund 10 assets do not match Liabilities + Fund Balance
- Fund 21 assets do not match Liabilities + Fund Balance
- Fund 23 assets do not match Liabilities + Fund Balance
- Fund 31 assets do not match Liabilities + Fund Balance
- Fund 32 assets do not match Liabilities + Fund Balance
- Fund 49 assets do not match Liabilities + Fund Balance
- Total assets do not match total Liabilities + total Fund Balances
- Fund 10 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Fund 21 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Fund 31 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Fund 32 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Fund 49 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Total Fund Balances does not match (total Revenues - total Expenditures) + 2018 total Fund Balances

# Balance Sheet Check

## Balance Sheet

			Actual 2018	Final Budget 2019	Actual 2019	Original Budget 2020
			-	-	-	-
ASSETS	8111	Cash in Banks	2,159,157.90		2,191,054.60	
	8131	Local	16,382.31		14,752.73	
	<b>TOTAL ASSETS</b>		<b>2,175,540.21</b>		<b>2,205,807.33</b>	
LIABILITIES	9510	Accounts Payable	3,804.68		14,879.45	
	9540	Accrued Salaries and Withholdings	281.73		2,706.15	
	9561	Other Local	7,006.28		5,448.81	
	<b>TOTAL LIABILITIES</b>		<b>11,092.69</b>		<b>23,034.41</b>	
FUND BALANCES	9873	Restricted – Student Activities	2,164,447.52		2,182,772.92	
	<b>TOTAL FUND BALANCES</b>		<b>2,164,447.52</b>		<b>2,182,772.92</b>	
<b>TOTAL LIABILITIES AND FUND BALANCES</b>			<b>2,175,540.21</b>		<b>2,205,807.33</b>	
<b>TOTAL ASSETS</b>			<b>2,175,540.21</b>	-	<b>2,205,807.33</b>	-

Your reported balance sheet **Assets** MUST EQUAL your reported balance sheet **Liabilities + Fund Balances**

# New Fund Balance Check

- Fund 10 assets do not match Liabilities + Fund Balance
- Fund 21 assets do not match Liabilities + Fund Balance
- Fund 23 assets do not match Liabilities + Fund Balance
- Fund 31 assets do not match Liabilities + Fund Balance
- Fund 32 assets do not match Liabilities + Fund Balance
- Fund 49 assets do not match Liabilities + Fund Balance
- Total assets do not match total Liabilities + total Fund Balances
- Fund 10 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
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- Fund 31 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Fund 32 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Fund 49 balance does not match (Revenues - Expenditures) + 2018 Fund Balance
- Total Fund Balances does not match (total Revenues - total Expenditures) + 2018 total Fund Balances

## Balance Sheet

		Actual 2018	Final Budget 2019
		-	-
ASSETS	8111 Cash in Banks	2,159,157.90	
	8131 Local	16,382.31	
	<b>TOTAL ASSETS</b>	2,175,540.21	
LIABILITIES	9510 Accounts Payable	3,804.68	
	9540 Accrued Salaries and Withholdings	281.73	
	9561 Other Local	7,006.28	
	<b>TOTAL LIABILITIES</b>	11,092.69	
FUND BALANCES	9873 Restricted – Student Activities	2,164,447.52	
	<b>TOTAL FUND BALANCES</b>	2,164,447.52	
<b>TOTAL LIABILITIES AND FUND BALANCES</b>		2,175,540.21	
<b>TOTAL ASSETS</b>		2,175,540.21	-

## Summary

		Actual 2018	Final Budget 2019
REVENUES	1000 Total LOCAL	3,842,592.29	5,086,497.92
	<b>TOTAL REVENUES</b>	3,842,592.29	5,086,497.92
EXPENDITURES BY OBJECT	100 Salaries	78,405.21	
	200 Employee Benefits	20,321.75	
	300 Purchased Professional and Technical	162,983.01	239,049.00
	400 Purchased property Services	938.12	2,750.00
	500 Other Purchased Services	680,446.27	937,736.00
	600 Supplies	3,041,677.69	3,855,158.92
	700 Property		28,824.00
	800 Other Objects	16,177.99	22,980.00
	<b>TOTAL EXPENDITURES</b>	4,000,950.04	5,086,497.92
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER)</b>		(158,357.75)	-
<b>OTHER FINANCING SOURCES (USES) AND OTHER ITEMS</b>		247,164.36	-
<b>NET CHANGE IN FUND BALANCE</b>		88,806.61	-
<b>FUND BALANCE - BEGINNING (FROM PRIOR YEAR)</b>		2,075,640.91	2,164,447.52
<b>FUND BALANCE - ENDING</b>		2,164,447.52	2,164,447.52

# Fund Balance

Checks FY18 & FY19 Balance Sheet Fund Balance EQUALS Summary Fund Balance

\$5.00 difference is allowed

- Be careful with amounts building up year over year

Fix may be in balance sheet, revenues, expenditures, or prior year ending balance that is carried forward

Adding new button to check these before “certify”

Fixing blanks not matching “0”

# USBE Initial Review of FY19 Data

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## Negative APR Balances

- Suggested fix was to transfer amounts from Regular Basic to negative programs using revenue codes 5200 and 5210

## School Level Reporting

- Your submission will not be marked late if School Level Reporting is the only correction

## Reconciliation between Financial Statements & UPEFS Submission

- Verify each Fund (within \$5 limit)
  - Assets
  - Liabilities
  - Fund Balances
  - Revenues
  - Expenditures
- Re-upload will be required if not within the \$5 limit, certify date will also be changed

# LEA Review of APR Balances

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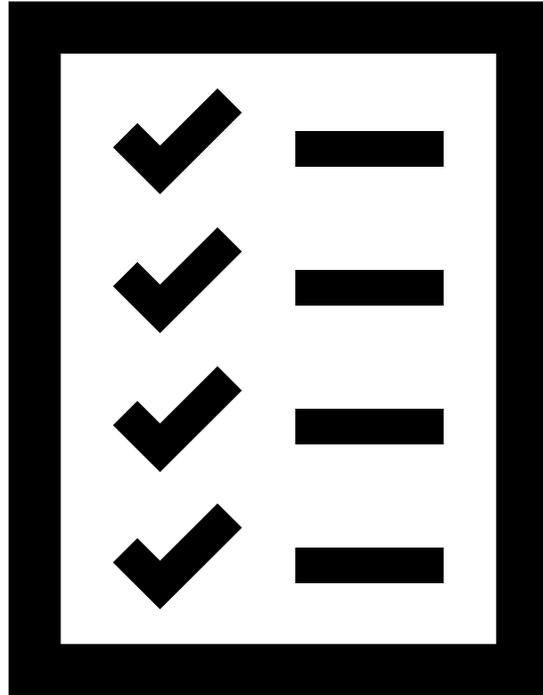
Review APR balances now so we can correct any incorrect amounts as soon as possible

- Export to excel and view 2 decimal places for more exact balances

FY19 ending APR balances will automatically be rolled over as the FY20 beginning balances

**Program Report School Year 2018-2019  
General Education (A)**

	TOTALS	REGULAR BASIC PROGRAM	CLASS SIZE REDUCTION	TRANSPORTATION	TORT LIABILITY	NESS
	SCHEDULE A	YAR	5201	5315,0600,5371, 0600	0700	5220
Beginning Program Balance	16,437,813.84	16,437,813.84	-	-	-	-
<b>TOTAL REVENUES and BEGINNING BALANCE</b>	115,460,737.97	109,344,907.50	3,419,486.15	2,696,344.32		-
<b>SUBTOTAL EXPENDITURES</b>	95,406,529.01	89,290,698.54	3,419,486.15	2,696,344.32		-
<b>900 Other Financing Uses (Sources)</b>	187,901.27	187,901.27	-	-		-
<b>TOTAL EXPENDITURES and OTHER USES (SOURCES)</b>	95,594,430.28	89,478,599.81	3,419,486.15	2,696,344.32	-	-
<b>SUBTOTAL (Revenues Minus Expenditures)</b>	19,866,307.69	19,866,307.69	-	-	-	-



# Deadlines

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- AUDITED FINANCIAL STATEMENTS – NOVEMBER 30<sup>TH</sup>
  - Send to [SchoolFinance@Schools.Utah.gov](mailto:SchoolFinance@Schools.Utah.gov)
  - Send to State Auditors Office by December 31st
- INDIRECT COST DATA – DECEMBER 15<sup>TH</sup>
  - Signed Schedule L returned in March after our review
- DEFERRED REVENUE (IF APPLICABLE) – DECEMBER 31<sup>ST</sup>

# Our Next Steps With FY19 Data

Negative APR Balances – only Regular Basic may be negative

Reconciliations between UPEFS data & Audited Financial Statements

- If you must go back and make corrections to your upload, please note that ALL sections in UPEFS will become decertified. (Your upload file de-certified = ICT & Deferred Revenue de-certified and will need to be re-certified along with your new upload.)

Superintendent Reports

Summary Reports (School Level Reporting – Manual Process This Year)

Deferred Revenue Check – Matching with Financial Statements

Financial Audit Review

- Review auditor findings, operating losses, timely submissions, repeat findings, any other findings not noted by auditors.
- Our goal is to have the Audit Review Letters out to LEAs in March.

# Contact Information

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