

TECHNICAL ASSISTANCE NOTE No. 2002-20



Department of Education
Charlie Crist,
Commissioner

*Bureau of School Business Services
Office of Funding and Financial Reporting*

Program Cost Reporting 2001-02

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DATE: May 28, 2002
TO: District Finance Officers
FROM: Linda Champion, Administrator
SUBJECT: Program Cost Report, 2001-02
Software Changes
Help Desk
Control Panel Updates
Training Session, June 4

The purposes of this memorandum are to notify districts of software changes relating to the 2001-02 Program Cost Report and the cost report training session. Please provide copies of this memorandum and its attachments to the finance and data processing staff involved in the program cost reporting process.

Software Change – Function 6100, 6200, and 7100 Attribution Change (EW025)

Changes in the reporting of student data for K-12 and Workforce Development programs have resulted in noncomparable full-time equivalent (FTE) data. Prior to this year, FTE has been used to attribute indirect costs of functions 6100, 6200, and 7100. Additionally, any direct costs of objects 300/400, 500, and 600 that were not identified with specific programs were attributed to programs of schools based on FTE. Since comparable FTE data is no longer available for this purpose, the software has been modified to use staff factors for these attributions.

Software Change – Create SATSY Work file from WDIS (EW035)

The system was modified to remove the calculation of WDIS FTE since adult student membership hours are no longer collected on the adult student course record. There was also a change that removes the “AD” (adult) message on the “Create SATSY Work file from WDIS” (EW035) edit report in the column labeled “CD” (code). This “AD” message resulted in all adult teachers appearing on an “Errors Only Report”. The correction should improve the usefulness of the “Errors Only Report”.

Software Change – Staff Data Edit (EWO14)

The system was enhanced by adding a warning message, “TCHR K12 DTA WARN”, for any teacher receiving mod data from both the K-12 student system and the WDIS student system. Because the cost reporting software equates “period” with “mod” and the adult programs are reported in a single “mod 99” for each survey period, such teachers will likely be incorrectly allocated between K-12 and adult programs. This edit will identify those teachers who have contact with both K-12 and adult students within the same survey and allow an opportunity for review of the allocation percentages of the teachers’ salaries between programs. Adjustments should be made to the mod "% time" field using the A03 SATSY input panel.

Another warning message, “ESOL SEP MOD WARN,” was added to identify situations in which a school has erroneously used a separate period record for ESOL students in classes with Basic students. This results in teacher records that have 2 or more mods one of which is identified as Program 130, ESOL. Because cost reporting software equates “period” with “mod,” this situation will result in an inaccurate allocation of costs. Therefore, this edit will prompt a review of the allocation percentage used for each period with correction through the A03 SATSY input panel.

Software Change – A03 SATSY Input (EW25)

During testing of the staff data edit of the new warning message for teachers with K-12 and Workforce students, the need for a change in the mainframe system programming was identified. The system was modified to allow addition of a mod 99 record at the end of the A03 – SATSY (Input) screen. No modification was necessary for the AS/400 version.

Software Change – Payroll Load Data (EW005) and Payroll to SATSY Comparison (EW013)

The system was modified to automatically load supplements along with the “regular salary amounts” for teachers in the Payroll Load Data (EW005). Previously the programs were only loading the regular contract salary amounts. This modification may only impact districts using the TERMS software.

Software Change – CAPOR (EW031)

The system was modified to recognize all program numbers of 340 and above as adult programs (rather than 400 and above) for the CAPOR analysis report.

Software Change – Create SATSY Work File (EW001) for the Opportunity and McKay Scholarship Students

A sort has been added to Create SATSY Work File (EW001) to bypass the records of students receiving Opportunity or McKay Scholarships. The system will bypass these students through the use of the School of Enrollment Number 3518.

AS/400 and Mainframe Software Changes Source Code

Attached are the 2001-2002 software program changes outlined above for each software program (the AS/400 version and the Mainframe version) identified by the month, day and year (mmddyy). This identification can be found in the left-hand column of the page within the programs. These changes must be installed for the cost reporting software to work properly

The software changes described above may also be obtained from the following web site:

<http://www.rapsg.com/costreport.html>

Software Help Desk

Districts needing assistance with the program cost report software may call Rapid Solutions Group at (407) 523-9231 and receive assistance from David Dean or Ann Zanca. If the voice mail system responds, please leave your name, phone number with area code, and cost reporting question.

Update Control Panels for 2001-2002 Reporting

Control panels (C Menu) must be updated each year. Update panel C03 for new schools or delete school numbers that are not necessary for 2001-2002 reporting. Determine the appropriate tables to be used for 2001-2002 and update panel C04.

Attached are the program numbers and edit criteria needed to update the control panels relative to the programs to be reported. Since no calculation of WDIS FTE is included in the cost report, there will be no WDIS edit warning associated with adult costs per student or adult student/teacher ratios.

Program 450 - Adults with Disabilities is **no longer a separate program displayed in the cost report**. The costs for this program should be treated as a reconciling item and included on Form 6 in "Other Program Costs".

New Special Revenue Fund 490

Governmental Accounting Standards Board (GASB) Statement 34 restructured and redefined fiduciary funds. Some of the activities formerly accounted for in expendable trust funds (excluding school internal accounts and student financial aid fees) are now accounted for in the new special revenue fund 490 – miscellaneous special revenue. The costs for programs in fund 490 should be treated as a reconciling item and included on Form 6 for Fund 4 (Special Revenue) in the "Other Program Costs".

User's Guide Supplement

Please be aware that a correction was made to page 56 of the Program Cost Reporting User's Guide Supplement. The page now states that the school indirect column total for a charter school's programs should agree to the control 4000 totals for functions 6100 to 8100 **excluding functions 7600 and 7800.**

Cost Report Review Session

In conjunction with the Florida School Finance Officers Association Conference, DOE will provide a pre-conference program cost report training session for district staff involved in preparation of the report. This session will be June 4, 2002, from 1:00 p.m. to 4:30 p.m., at the Hilton Marco Island Beach Resort. It is a basic review of the cost report preparation process and use of the system. Participants are asked to bring the User's Guide Supplement.

LC:DMB:jk

Attachments

cc: Superintendents