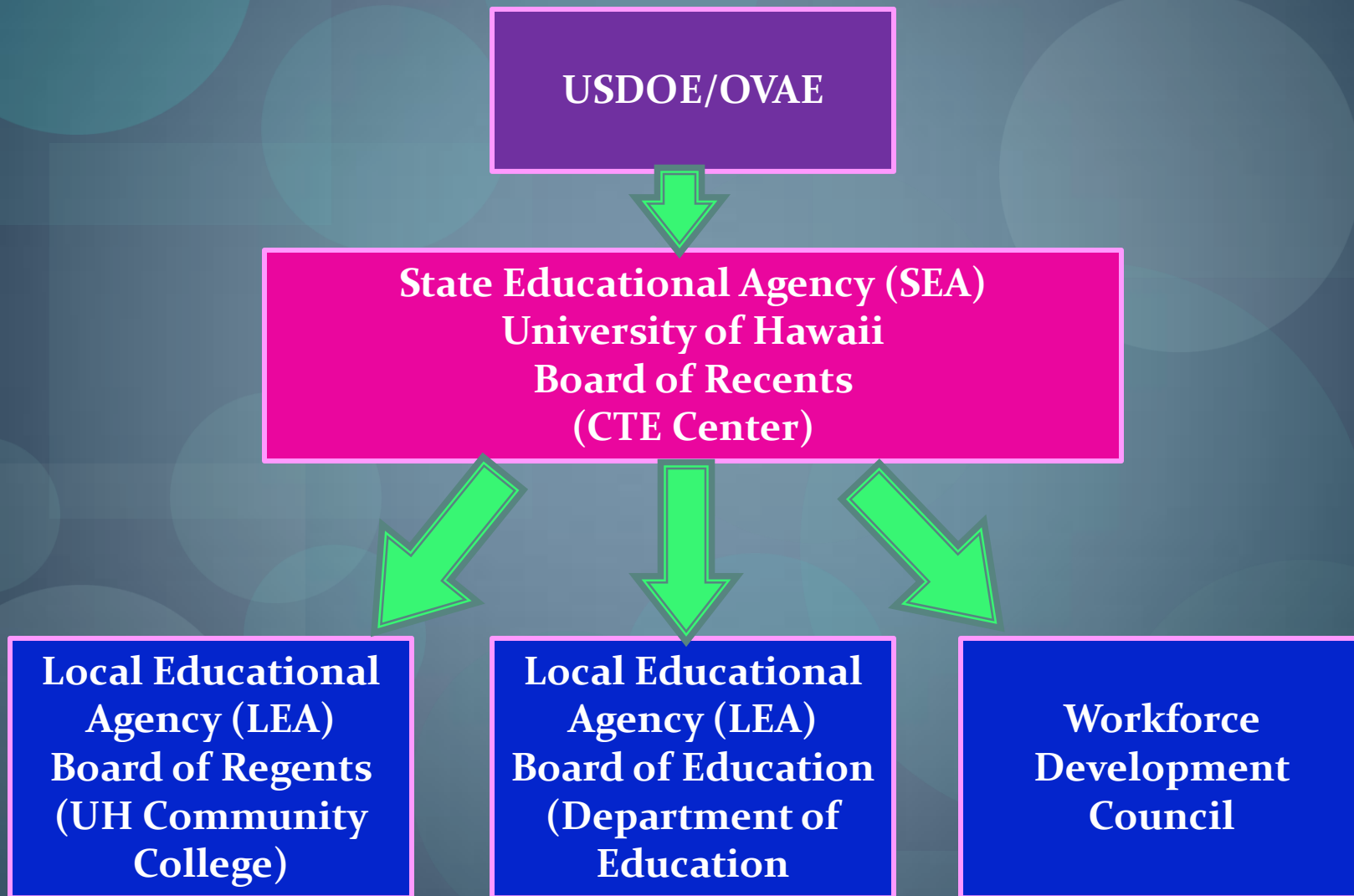


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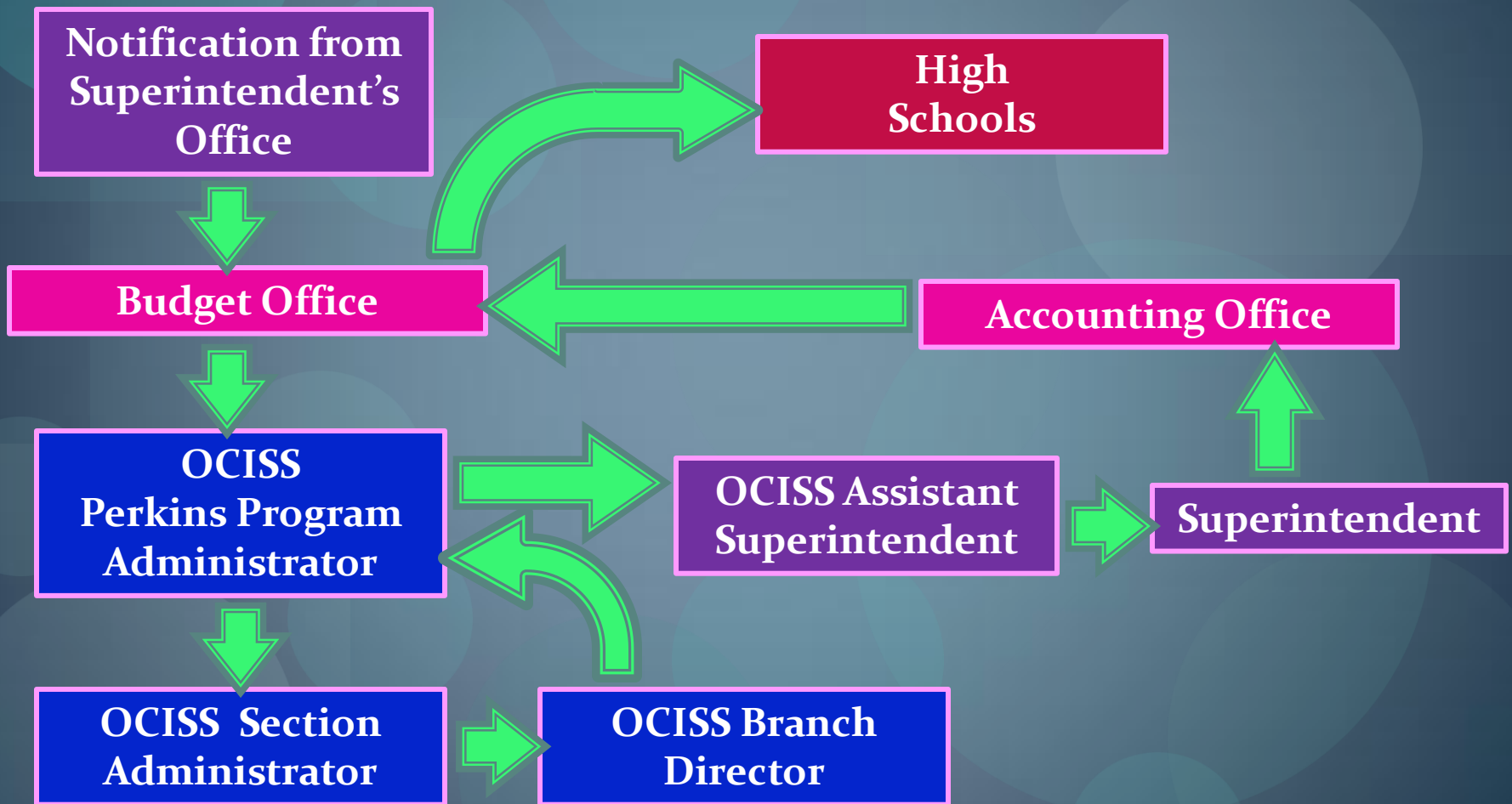
New CTE Coordinators' Workshop

Wednesday, September 3, 2014

System Structure



Flow of Funds



Managing Federal Funds (Definitions)

- **New Funds**—*Money Available in October of School Year*
- **Reallocated Funds**—*Funds Returned to SEA and State Director Determines Amount to Redistribute to LEA (DOE)*
- **Lapsing Funds**—*Funds No Longer Available to Schools, Final Reconciliation of Funds for Specified Program ID*

Managing Federal Funds

	2012-2013 FY2013	2013-2014 FY2014	2014-2015 FY2015	2015-2016 FY2016
New Funds	Program ID 15781 (New)	Program ID 15785 (New)	Program ID 15789 (New)	
Reallo- cated Funds	Program ID 15778 (Reallocated)	Program ID 15781 (Reallocated)	Program ID 15785 (Reallocated)	Program ID 15789 (Reallocated)
Lapsing Funds		Program ID 15778 (Lapsing)	Program ID 15781 (Lapsing)	Program ID 15785

Tips and Tools

- Financial Reporting System:

File Edit View History Bookmarks Yahoo! Tools Help

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https://staff.hawaiidoe.net/lds/Pages/LDS_Home_Welcome.aspx

YAHOO! Yahoo Search

LIVE Mortgage Rates

Sherilyn Lau

DEPARTMENT OF EDUCATION STATE OF HAWAII

LDS ▸ LDS_Home_Welcome

I Like It Tags & Notes

LDS Plan Monitor Operations Report Index Finance - FRS Data Quality Help

Data Profile

Student Test Result Report

Student Unofficial Test Score Report

Quarterly Report

Hawaii Teacher Dashboard User Guide

Confidentiality of Information

The confidentiality of information contained in the longitudinal data system(s) is protected by certain federal and state laws, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA), and other applicable Department of Education rules, regulations, policies, and/or procedures.

Accessing or seeking to gain access to information by employees, except in the course of fulfilling job responsibilities, is prohibited. Furthermore, disclosing, using, or disseminating any such information without proper authorization is also prohibited.

Announcements

LDS Report Display and Browser Compatibility

Users have reported problems with reports not displaying properly in certain browsers (Chrome and Safari). If you are using these browsers and experiencing problems viewing reports, please use an alternate browser such as Firefox or Internet Explorer.

2013-14 ACT data (8/25/2014)

Test results for the 2013-14 School year ACT exams will be available on August 25, 2014.

2014-15 School Year Data (8/5/2014)

Some charts and tables in the LDS that refer to current year data may be blank because there is no data available yet. When data becomes available, the charts and tables will populate.

HIDOE Longitudinal Data System

Financial Reporting System (Reports):

Based on user-selected options, this report provides the Superintendent, Board of Education, and management with a graphical depiction of cumulative expenditures compared to budget as the fiscal year progresses. Also shows the variance between budgeted and actual expenditures, on a current-month and year-to-date basis, by major expenditure category.

3.3: Month-By-Month Display of Operating Actual Expenditures by Range of Object Codes
Based on user-selected options, this report shows a horizontal month-by-month display of actual operating expenditures by major expenditure category, and range of object codes within each category. Information is loaded from the Financial Management System (FMS).

3.4: Month-By-Month Display of Operating Budget by Range of Object Codes
Based on user-selected options, this report shows a horizontal month-by-month display of the operating budget by major expenditure category, and range of object codes within each category. The DOE is not yet budgeting by month; therefore, the annual budget is divided by 12 to show each month's contribution to the annual budget. In the future, the DOE will implement monthly budgeting. At that time, this report will display the user's defined monthly budget.

3.6: Vertical List of Monthly TOTAL Operating Expenditures: Budget Versus Actual, and Variances
Based on user-selected options, this is a vertical list of monthly operating budget, compared to actual expenditures, with the difference being the "variance". This report is intended to be available to users who wish to use this data to upload into Excel or other tables for analysis or presentation.

3.7: Summary of Operating Expenditures: Budget Versus Actual; Variances; and Balances
Based on user-selected options, this report shows budgeted versus actual expenditures; variances; and available balances as of the user-selected date, by major expenditure category.

3.8: Detail of Operating Expenditures: Budget Versus Actual; Variances; and Balances
Based on user-selected options, this report shows detailed budget versus actual expenditures; variances; and available balances, by each expenditure object code, within major expenditure category shown on report 3.7.

3.9: Summary of Budget Forecast Vs. Actual Expenditures Analysis
Based on user-selected options, this report compares monthly and year-to-date financial activity for various funding sources; appropriations; expense categories; organizational levels; complex area; organization (school or office); and program ID. The report includes a vertical bar chart per month of budget-to-actual financial results.

3.9 BOE: Summary of Budget Forecast Vs. Actual Expenditures Analysis (For Board Of Education)
This report is a summary of the Department of Education's budget compared to actual expenditures and encumbrances, that has been proposed to be provided to the State of Hawaii Board of Education for its review on a periodic basis. The report includes funding sources; appropriations; expense categories; and organizational level.

3.10: Comparative Summary of Operating Expenditures
Based on user-selected options, this report shows monthly, year-to-date and full-year actual expenditures and encumbrances, by expense category, for the current-selected fiscal year compared to the prior fiscal year.

3.11: Comparative Detail of Operating Expenditures
In a similar but more detailed format to Report 3.10, based on user-selected options, this report shows monthly, year-to-date and full-year actual expenditures and encumbrances, by specific object code within the expense category shown in Report 3.10, for the current-selected fiscal year compared to the prior fiscal year.

3.13: Cash and Allotment Status Report for Special and Trust Funds
Based on user-selected options, this report shows the cash and allotment status of special and trust funds. For cash status, it reports beginning cash, receipts, expenditures, encumbrances, and ending cash. For allotment status, it reports current year allotment, expenditures, encumbrances, and available allotment. A summarized breakdown by source and object codes are also provided on the report, with drill-down to transactional detail available. Examples of special fund include: school food service, A+ program; summer school; driver education; and adult education. Examples of trust funds include: school athletic funds; foundations and other (non-federal) grants; donations and gifts; and joint venture education forum.

4.0: Encumbrance Monitoring
Based on user-selected options, this report shows all unpaid encumbrances, including both purchase order (claims) and contract encumbrances, as of a month and year selected, for a specific Program ID.

5.0: Preliminary Payroll Detail
Based on secure, authorized access to specific organizational users as defined by Financial Reporting System administration, this report shows payroll-processed details by pay period, including both salaried and casual payroll, for specific organizational units for which the user is allowed relevant authorized access. The data is detailed by Employee ID and employee name.

fund "budget" approved by the State Legislature and approved by the Governor, represents a "ceiling" amount, or a total authorized expenditure level, that is an estimated dollar value, and does not correlate to actual Grant Award Notifications (GANs).

References

- [Program Id Listing](#)
- [Object/Source/Character Listing](#)
- [Org ID Listing](#)
- [Job Class Listing](#)

Documents

Type	Name
	DOE FRS Phase 2 - End User Training Document v2.3
	List of Changes, v2.3
	DOE FRS Phase 2 - End User Training Document v2.2
	Financial Report Training CAs and Schools - Production
	Financial Reporting System Screen Changes 01-19-11
	Financial Report Training for CAS 08-18-10
	AS and Supt Directors Training 07-15 07-16-10
	OCISS Program Manager Training 06-23-10

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Financial Reporting System:

https://ldsreports.hidoe.k12.hi.us/ReportServ Pages - default 03_08_DetailOperatingExpe... x
 Month: June Year: 2012 View Report
 Means Of Finance: Federal Funds - Current Year Organization Level: School
 Complex Area / Office: 10 - CA-FARRINGTON-KAISER-KALANI Organization ID: 10 - 106 : FARRINGTON HIGH
 Program ID: 15773 : VOC ED-PROGRAM IMPROVEMENT FY11



3.8 Detail of Operating Expenditures: Budget Versus Actual; Variances; and Balances

As of June 30, 2012

(NOTE: Since your selected "As Of Date" falls in a previous transaction year, the YTD section displays data representing the sum of all 12 months for that previous transaction year.)

Organization Level: School
 Complex Area / Office: 10 - CA-FARRINGTON-KAISER-KALANI
 Organization ID: 10 - 106 : FARRINGTON HIGH
 Budget Fiscal Year: 2011 - 2012
 Means Of Finance (MOF): Federal Funds - Current Year
 Program ID: 15773 : VOC ED-PROGRAM IMPROVEMENT FY11

Jun 01 - Jun 30 2012			School			Jul 01, 2011 - Jun 30, 2012			2011 - 2012 Annual Budget	
Budget	Exp + Enc	Variance	Expense Category Summary	YTD Budget	YTD Exp + Enc	YTD Variance	Annual Budget	Available Balance [1]		
-	(1,065.22)	1,065.22	Casual / Hourly Hires - Character 11	-	505.22	(505.22)	-	(505.22)		
-	(16,648.38)	16,648.38	2702FRINGE BENEFITS	-	6,533.28	(6,533.28)	-	(6,533.28)		
1,090.00	(13,031.37)	14,121.37	2721TUTOR	13,080.00	5,111.30	7,968.70	13,080.00	7,968.70		
-	-	-	2744PART TIME - TEACHER	-	930.20	(930.20)	-	(930.20)		
1,090.00	(30,744.97)	31,834.97	2769SUBSTITUTE TEACHER	13,080.00	13,080.00	-	13,080.00	-		
1,090.00	(30,744.97)	31,834.97	Casual / Hourly Hires - Character 11 Total	13,080.00	13,080.00	-	13,080.00	-		
			Grand Total	13,080.00	13,080.00	-	13,080.00	-		

If you compare Detail reports to Summary Reports, the "Current Month" columns for Budget data may have small differences, due to rounding. Year-To-Date amounts will be the same on both the Detail and Summary Reports.

[1] If amount is positive, this represents budget remaining to be spent. If amount is negative, this represents the amount overspent. Available Balance is based on Total Budget minus YTD Actuals.

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Access to the Financial Reporting System

- School Administrator
- School Account Clerks/SASA
- District Administrative Services Assistant
- District Resource Teachers
- State CTE Staff



Tips and Tools (Continued)



- Keep Accurate Records
- Timeliness
- Organize Supporting Documents