



COLORADO
Department of Education

Financial Policies and Procedures Meeting

November 16, 2023

District Facilitator
Mimi Livermore, St. Vrain Valley Schools

AGENDA

- Call to Order
- Approval of Agenda
- Approval of Minutes
- ETRANS and Assessed Value Changes
- Universal Preschool (UPK)
- At-Risk Pilot
- Legislative Session
- Mill Levy Certification & Property Tax
- School Finance Rule Update
- Student October Data Checking
- ESSER II Closeout Documents
- GASB 101 Compensated Absences
- Office of the State Auditor
- Trainings
- Financial Reporting
- Task Force Updates
- Other Topics of Interest
- Upcoming Meetings

Approval of Agenda

Approval of Minutes

Financial Reporting

Job Class Request (SB 23-004)

Job Class Request (SB 23-004)



Element: Job Class 313

Purpose: Add new Job Class 313

Proposed Description

School-Based Therapist (licensed outside of CDE). Individuals licensed by various state boards in the Colorado Department of Regulatory Agencies to provide supplemental and supportive services in the following areas: Licensed Addiction Counselor, Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Psychologist or Licensed Clinical Social Worker.

Eligible school based therapists may be hired to supplement and support the services provided by CDE-licensed school mental health professionals and should not replace or supplant the work of special service providers. Eligible School-Based Therapists should limit their practice within their specific formal training area. See [Employment of School Mental Health Professionals in School Guidance Document \(link?\)](#)

Additional Information

Rolls to 300; DP edits prevent use with instructional program codes
(don't hold a CDE Special Services License)
Used w/ support program codes (DP edits)
Bill link: <http://leg.colorado.gov/bills/sb23-004>

ETTRANS Interest Free Loan Program and Assessed Value Changes

ETRANS Interest Free Loan Program

Program Updates and Assessed Value Changes

November 16, 2023

STRICTLY PRIVATE AND CONFIDENTIAL



Program Updates

- The State is currently in the process of sizing the upcoming series of Notes, with an expected closing occurring in early January of 2024
- The size of the Notes are dictated by the cash flow needs of participating districts
- District's must complete a cashflow worksheet, with the help of RBC, to determine whether or not they will need to participate in the program
 - District's must demonstrate a negative cash flow in order to participate
- In order to anticipate a District need for the State Interest Free Loan Program, Districts are encourage to look months ahead to stress test their availability of cash

Assessed Value Changes

- In May of 2023, County assessors provided estimates on assessed value
 - CDE provides equalization funding based on those estimates
 - The 2023 estimates were low for most Districts throughout the State, when compared to preliminary assessed values that were received in August of 2023
 - The State will be holding a special session beginning tomorrow to address property tax increases
- CDE will recalculate state equalization funding based on actual 2023 assessed values and “true-up” equalization funding though the months of January to June of 2024
 - ***As a result, many Districts will receive significantly less equalization funding in those months***
- Additionally, the large increase in assessed value will create more reliance on property tax funding that will be received in chunks, as opposed to monthly equalization payments from the State
 - This may cause more stress on the District’s general fund
- Special Legislative session outcome may alter District’s needs

Please contact the RBC Capital markets, the State’s Financial Advisor to the State Interest Free Loan program.

Sample ETRANS 2023B Timeline



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Universal Preschool Program

Payment Updates



Provider payments were sent on November 8th.

There were 3 types of payments processed for this cycle. If a provider had payments in multiple of the payment scenarios below, they will have received a separate deposit and separate payment report for each.

November 8th Payments - standard monthly payments for November. This includes payments for children who were in Enrolled status as of October 15th.

October - delayed payments for late enrollments at the half-month rate. This includes half payments for children who had an enrollment start date between October 16th and October 25th.

October - missed payments that should have been sent on October 6th. This includes payments for children who were in Enrolled status as of September 15th but were not included on the 10/6 payment.

Attestation Updates



3 Year-Olds: were due 10/31 to be included in a payment in November.

4 Year-Olds: CDEC is currently working with CDE on the 4-YO attestation process watch for updates by year end.

Rules Updates



The public comment period for the new qualifying factor of 100% FPG and the draft quality standards is open now

Upcoming Rules (CDEC Rule [Tracker](#))
Public [Notice](#)

2024-25 Budget Requests

R-01 Universal Preschool Program-\$32.6M/ 5.7FTE

Resources for the second year of the Universal Preschool Program, including providing 15 hours of preschool to all 4-year-olds, anticipated enrollment increases, a 2% provider rate increase.

Remaining funding would be prioritized to increase access to full-day care for low-income children with qualifying factors, including a renewed focus on children in poverty.

Continue support for local coordinating organizations (LCOs)

Placeholder for an online resource bank with inclusive early learning approaches to support providers in delivering high-quality preschool and meeting quality standards.

2024-25 Budget Requests



R-03 Universal Preschool Program Information Technology-\$3.26M

Ongoing in order to support increased costs associated with the continued integration of the Universal Preschool Program information technology system

Ongoing maintenance, enhancements, operations systems costs, associated hardware and software technologies

Support for enhancing and maintaining the Universal Preschool Program information technology systems, including improving the provider experience and matching process and help desk support.

At-Risk Pilot

At-Risk History



HB 22-1202 At-risk Student Measure For School Finance

- Created a new At-Risk Measure for the School Finance formula beginning in FY 2023-24
- Established a working group to provide input on several topics

SB 23-287 Public School Finance

- Extends implementation of the new At-Risk Measure to FY 2024-25
- Explicitly allows CDE to collect information necessary for individual student census block groups
- Requires CDE to conduct pre-implementation modeling and testing of total program funding using the new at-risk factor measure and report findings by January 2024



- **Free Lunch Eligible Students**
 - Direct Certified Students
 - SNAP
 - TANF
 - Categorically Eligible Students
 - Homeless
 - Foster
 - Migrant
 - Head Start
 - Runaway
 - Qualified through Free and Reduced-Price Lunch (FRL) Application or Family Economic Data Survey (FEDS) form
- Reduced-Price Lunch Eligible Students (FRL Application or FEDS form)**

New At- Risk Measure (per statute)

- ~~Free Lunch Eligible Students~~ Identified Student Percentage
- Direct Certified Students
 - SNAP
 - TANF
 - Medicaid
- Categorically Eligible Students
 - Homeless
 - Foster
 - Migrant
 - Head Start
 - Runaway
- ~~Qualified through Free and Reduced-Price Lunch (FRL) Application or Family Economic Data Survey (FEDS) form~~
- ~~Reduced-Price Lunch Eligible Students (FRL Application or FEDS form)~~
- Neighborhood Socioeconomic Status (SES Indicator)



The pre-implementation modeling and testing will involve:

- Update the statewide model data with most recently available data reflecting children aged 5-17 rather than 18 and under.
- Pilot instructions for LEAs to obtain census block information with volunteer districts.
- Obtain census block information from volunteer districts to correspond with the Student October Data Collection.
- Calculate FY 2024-25 funding based upon the updated modelled data and actual data from volunteer districts and compare to the calculated funding based upon the old at-risk measure.

- Districts that are interested in participating in this pilot for providing neighborhood socio-economic data to inform the implementation of the new At-Risk Measure within School Finance Formula may volunteer to participate.
- Instructions will be provided on using the ACS website, identifying the Census Block Code data needed for the new At-Risk measure.

The pilot engagement will include two rounds to solicit feedback:

- First round in June/July to gain feedback on the instructions for district use of ACS website tool. This will help ensure instructions to use the ACS tool are clear and easy to follow.
- Second round in November/early December to obtain actual student level census block information from volunteer districts. This will provide information to augment the statewide modelled data to provide more accurate pre-implementation modeling.



Districts participating in the pilot will benefit the implementation statewide:

- Ensuring the process is streamlined
- Providing more accurate modeling data on the statewide financial impact of the new at-risk measure
- Districts participating in the pilot will benefit individually:
- Knowing actual financial impact to the district

Districts interested in participating should contact:

- Rich Hull - hull_r@cde.state.co.us
- Amy Carman - carman_a@cde.state.co.us

Legislative Session



Important Dates for K-12 Education

- Wednesday, November 29
 - 10:00 – 12:00 Briefing for the Department of Education (Management and Administration/Assistance to Public Schools (Grant Programs, Distributions, and Other Assistance)/Library Programs/ School for the Deaf and the Blind) (Amanda Bickel)
- Wednesday, December 6
 - 1:30 – 3:30 Briefing for the Department of Education (Assistance to Public Schools (Public School Finance/ Categorical Programs)) (Andrea Uhl)
- Tuesday, December 12
 - 1:30 – 5:00 Hearing for the Department of Education (Amanda Bickel & Andrea Uhl)

2023-24 School Finance Coming Attractions

- October count data will be 'locked down' to allow no further changes on December 1st
- The December funding run will be updated to incorporate the October count data and as much of the county AV and district specific ownership tax information as CDE has available
- Numbers will then need to be tied-out with Legislative Council staff on December 4th or 5th
- Once tied-out, the December run will be posted
- October count submissions will then be reopened for corrections on a district-by-district basis
- All data is then locked down for the year in early January
- The January run follows the tie-out process similar to the above and is then posted in the second week of January



IMPORTANT

- The annual true-up is a two month process in December and January
- The January run are the final funding numbers, not December
- Any budgeting work done by districts prior to the January posting may not include all changes

Governor's Budget Request for 2024-25

- Assumes a 5.0% inflation rate
- Increases statewide average per pupil by \$704
- Buys down the Budget Stabilization Factor by \$142.1M for a factor of 0%
- Funding runs no longer included preschool counts for Total Program

Mill Levy Certification & Property Tax

Important Dates

CDE Trainings—

November 13, 9:00-10:30 am

November 30, 9:00-10:30 am

November 30, 2:00-3:30 pm (targeted training for districts totally locally funded)

On or before December 10—county assessor will provide FINAL Certificate of Valuations. Advisable to contact your County assessor to find out when they will be providing certifications.

December 15, 2023—District Board of Education must certify levies and provide to County Commissioners by this date as well as submit to CDE. Determine what is needed by the County Commissioners before this date in order to meet this deadline

Submission

- **New this year!** Districts **must** submit their mill levies to CDE using a new web-based application which replaces the Smartsheet used last year. Each County's Certification of Valuation-for ALL levies/funds—will be attached to their mill levy submission.
- **REMINDER: For efficiency,** Districts should no longer be emailing, mailing, or faxing mill levy certification documents to CDE.
- Districts **may** upload district's calculation worksheet as back up when submitting their mill levies.

Mill Levy Certification Process

<https://www.cde.state.co.us/cdefinance>

- There will be a link on this page to the new December 2023 Mill Levy Certification Files

Elections and Mill Levies

- [Bond Election](#)
- [Override Election History](#)
- [Mill Levies and Override Revenues](#)
- [Mill Levy Corrections](#)
- [Mill Levy Override Revenue Reports](#)
- [District Bonded Indebtedness](#)
- [December 2022 Mill Levy Certification Files](#)

Mill Levy Certification Submittal Process

- CDE has developed a **NEW** web-based application for reporting their Mill Levies
- Access is through the State Equal System
- <https://idm.cde.state.co.us/equal/>
- Each district's Local Access Manager (LAM) will have to grant permission to the district individual responsible for submission of mill levy data
- CDE will notify all districts once the new application is available so that LAMs can grant access

Mill Levy Certification Submittal Process

The Colorado Department of Education Date: Thursday, October 26, 2023 User Name: FORNECKER_G@CDE.STATE.CO.US Home | Logout

CDE Logo

State Equal Systems

State Equal Options District Options State Equal Home

Mill Levy Certification

District Number: -- Select -- District Name: County: Property Tax Year: 20232024

Name: Phone:

Mill Levy Category	School District Final Mill Certified:	Colorado Department of Education (CDE) Mill Levy Estimated as of	School District Final Mill Levy Certified as of	Estimated School District Revenue from Mill Levy
Assessed Valuation	As of	As of	As of	As of
Gross Assessed Valuation				
<input type="text"/>	0.00	0.000	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
Gross Assessed Valuation (Total across all counties)	0.000	0.000	0.000	<input type="text"/>
Tax Increment Financing				
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
Tax Increment Financing (Total across all counties)	0.000	0.000	0.000	<input type="text"/>
Net Assessed Valuation				
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
<input type="text"/>	0.00	0.00	0.00	<input type="text"/>
Net Assessed Valuation (Total across all counties)	0.000	0.000	0.000	<input type="text"/>
Abatements (Total across all counties)	0.000	0.000	0.000	<input type="text"/>



Mill Levy Certification Submittal Process

		Calculated Values Only		
1. Mill Levy per HB20-1418	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
a. HB20-1418 Tax Credit	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
b. HB20-1418 Net Mill Levy	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2. Categorical Buyout	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
3. Total Program Reserve Fund	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
4. Total Program Mill	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
5. Overrides:				
a. Hold harmless	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
b. Excess hold harmless	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
c. Voter Approved Override	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
6. Abatement	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
7. Total General Fund	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
8. Bond Redemption Fund	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
9. Transportation Fund	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
10. Special Building and Technology Fund	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
11. Supplemental capital construction, technology, and maintenance Fund	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
12. Other (Loan, Charter School)	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
Notes:	<input type="text"/>			
13. Total	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
Information provided by state for certification to county treasurer:				
Estimated Full Funding Mill Levy	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	
Projected Gross Funding from State (Before budget stabilization factor)	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

[Save Progress](#)
[Approve as Final](#)
[View Report](#)
[Export to Excel](#)

School Finance Rules Update



These rule revisions aim to provide greater flexibility to expand the use of and fundability of alternative instructional models including blended learning, and ensure appropriate guardrails, oversight, and protections to ensure quality outcomes.

Through the rule drafting process, the following principles guided our work:

- Ensure districts and schools are funded for providing quality education opportunities that reflect the evolution of instructional models outside of the traditional brick-and-mortar (in-person) and online instructional models.
- Provide clarity for and consistent application for districts and students.
- Uphold our fiduciary duty for taxpayer funds for public education.

To address these goals, the proposed rules specifically make adjustments that:

- Define “Instructional Time” for funding purposes to include direct teacher-pupil instruction (synchronous in-person or virtual) and “alternative teacher-pupil instruction” that includes opportunities for asynchronous, blended, apprenticeships, internships, work-study, etc. at the secondary level.
- Require a course catalog for alternative instruction. Courses must be available to all students.
- Prohibits parent-led or parent-directed instruction for funding.

Rules Draft, Google Form, Webinar and Timeline

The red-lined rules include a number of other changes. As the rules have not been substantially updated since 2012, there are a number of other needed updates to align with current practice. Additionally, updates to sections 14-19 related to funding for facility schools need adjustment based on S.B. 23-219, and will be added once those are finalized, prior to the notice. CDE will release more detailed information outlining the changes and reasoning to supplement this red-lined version, as part of the notice of rulemaking at the December board meeting.

One other point to note, these rules do not address funding for online schools. If necessary, CDE will ask the State Board of Education to consider the rules for online schools, to align funding policy once the School Finance rules have been completed.

In the meantime, CDE would like to invite you to a webinar to learn more about the rules on Monday, November 27th via Microsoft Teams at 3:15. If you are interested in joining, please register [here](#). Additionally, if you would like to submit comments at this point in time, please feel free to share through this [google form](#).

There will be additional opportunities to share feedback during the formal rulemaking process. The expected timeline is:

- Notice of Rulemaking - December board meeting (December 13)
- Written Public Comment Collected - December 13- February 13 (feedback requested by February 7 if possible so that staff can summarize for the State Board of Education (SBE))
- Rulemaking Hearing with opportunity for oral testimony and Potential Board Vote - February 14 or 15
- Vote on the Rules (if not unanimous in February) - March 13 or 14

Student October Data Checking

Student October Timeline

- Initial submission closed November 10th.
- Districts had until November 14th to upload duplicate count documentation.
- School Auditing Office is currently reviewing duplicate count documentation- final decisions will be provided November 17-20.
- Districts are required to submit updated Snapshots by November 22.
- District sign-off sheets are due December 1.

Sign-Off Sheets

- Two-pages (instead of one)
- Contains current year counts AND last year's counts so that districts can have one last comparison check before submitting them to CDE.

CEDAR/COGNOS Reports



Before finalizing the Student October Count Snapshot data, districts are encouraged to review the following reports found in CEDAR/COGNOS:

- District Summary of Pupil Counts
- District Summary of Pupil Counts Comparison
- School Summary of Pupil Counts
- School Summary of Pupil Counts Comparison

ESSER II

Closeout Documents

ESSER II Closeout & Final Reimbursements

All final RFFs were due no later than 11/15/23

[CDE Request for Funds Link](#)

Review your G/L and your A/R!!

Closeout for ALL ESSER II funds are due 11/15/23

[ESSER II Closeout](#)

If you have capital construction or excess supplies (see submission form for details) GFMU will provide additional guidance.

Awardee MUST provide a general ledger and any other indicated support documentation for the ENTIRE performance period (may result in multiple G/Ls)

If you have issues submitting, please try opening form in FireFox, Chrome or another browser. (this is out of CDE's control)

GASB 101

Compensated Absences

[Link to GASB 101](#)

GASB 101 - Compensated Absences (again)

Effective Date

- The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.
- In other words - For FY 24/25 Financials/Audit

GASB 101 - Compensated Absences (con't)

This Statement requires that liabilities for compensated absences be recognized for:

(1) leave that has not been used and

(2) leave that has been used but not yet paid in cash or settled through non-cash means

GASB 101 - Compensated Absences (con't)

A liability should be recognized for leave that has not been used if:

- (a) the leave is attributable to services already rendered,
- (b) the leave accumulates, and
- (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through non-cash means.

GASB 101 - Compensated Absences (con't)

In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors

- such as employment policies related to compensated absences and
- historical information about the use or payment of compensated absences.
- However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

GASB 101 - Compensated Absences (con't)

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences.

This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

GASB 101 - Compensated Absences (con't)

- This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements.
- A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made.
- Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

GASB 101 - Compensated Absences (con't)

With respect to financial statements prepared using the current financial resources measurement focus:

- this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

Office of the State Auditor



FPP Meeting OSA Update November 16, 2023

Crystal Dorsey, CPA
Local Government Audit Manager



OFFICE OF THE STATE AUDITOR

C O L O R A D O

School District Fiscal Health

Colorado Department of Education

Colorado School Districts Fiscal Health Analysis Fiscal Years 2020-2022

Informational Report
September 2023
23485



OFFICE OF THE STATE AUDITOR
C O L O R A D O

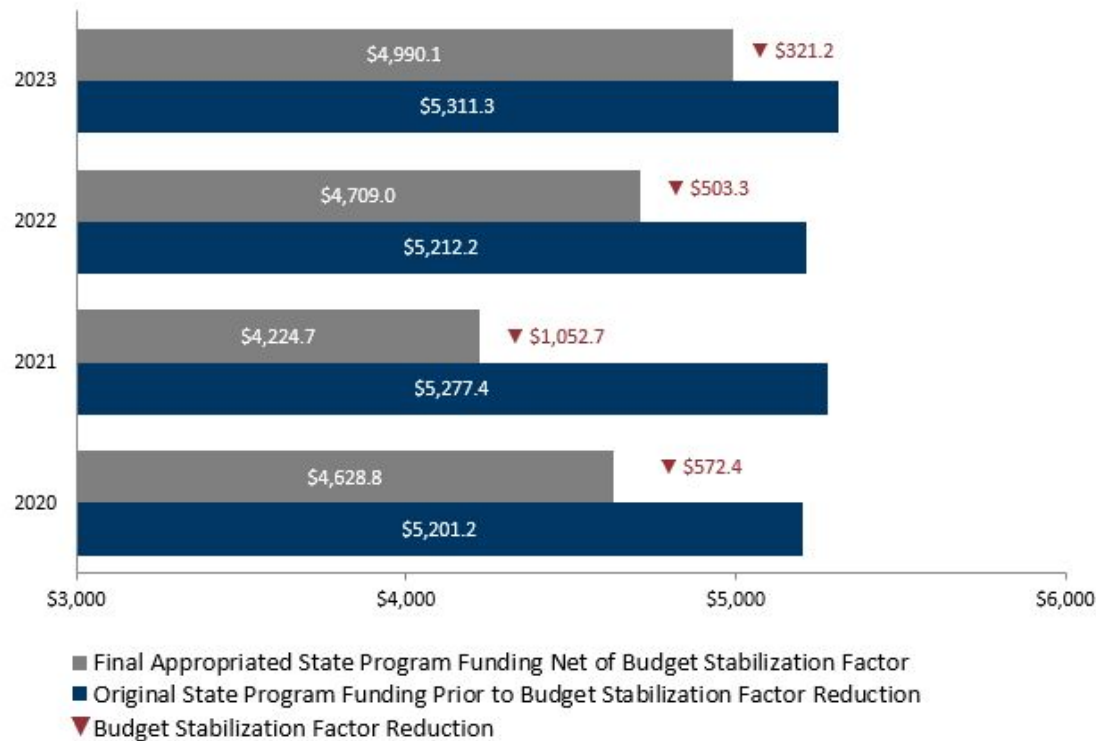
School District Fiscal Health Analysis

- October 16, 2023
 - Legislative Audit Committee
- 178 School Districts
- Reviewed trends over Fiscal Years ended 2020, 2021, 2022



School District Fiscal Health Analysis

Exhibit 1.2
Fiscal Health Analysis State Funding for School District Programs
for the Fiscal Years Ended June 30, 2020, 2021, 2022 and 2023¹
(Dollars in Millions)



Source: Colorado General Assembly Bill Digest and fiscal notes for each annual legislative session.

¹Fiscal Year 2023 is provided for informational purposes only and is not included in the fiscal health analysis.



OFFICE OF THE STATE AUDITOR

C O L O R A D O

School District Fiscal Health Ratios

- Asset Sufficiency
 - $\text{General Fund Assets} / \text{Liabilities}$
- Debt Burden
 - $\text{Revenue paying debt} / \text{debt payments}$
- Operating Reserve
 - $\text{GF fund balance} / \text{GF expenditures}$
- Operating Margin
 - $\text{GF revenues-expenditures} / \text{GF fund balance}$
- Deficit Fund Balance
 - $\text{Total deficit fund balance(s)} - \text{fund balance of the general fund (if positive)} / \text{Total revenues in deficit fund balance(s)}$
- Change in Fund Balance
 - $\text{Current year GF fund balance-prior year} / \text{GF prior year fund balance}$



School District Fiscal Health Analysis

- 31 school districts with one or more missed benchmarks
 - 21 districts with one
 - 9 districts with two
 - 1 districts with three



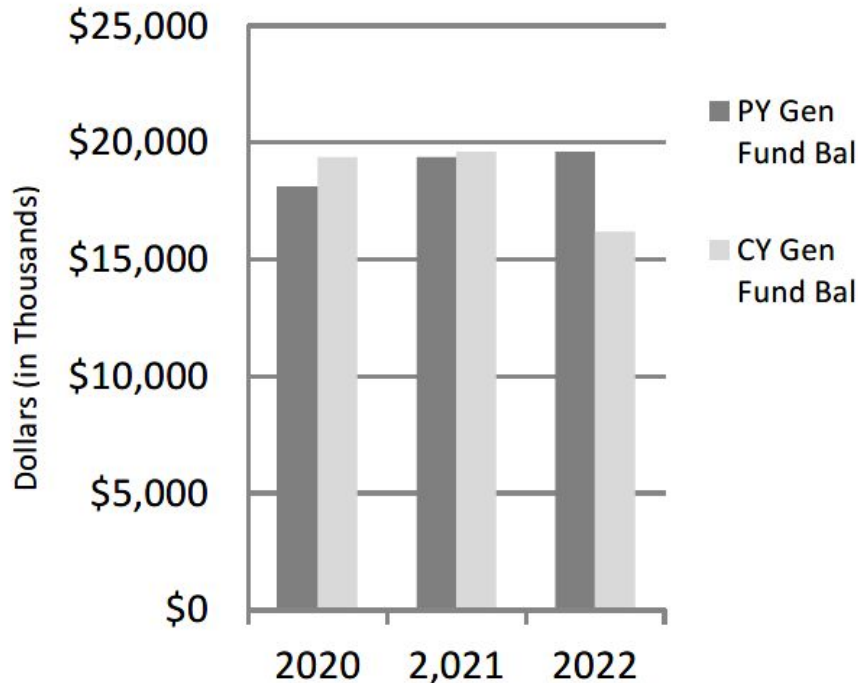
School District Fiscal Health Analysis

- Missed benchmarks do not always mean there is a problem
 - Salaries/benefits in order to remain competitive and retain staff
 - Capital needs, technology
 - Maintenance and safety upgrades
 - Fluctuating student count
- However: the more missed benchmarks, the greater the risk
 - Identify potential problems early



School District – 7,000 FPC

3 Year Change in Fund Balance Ratio (CFBR)

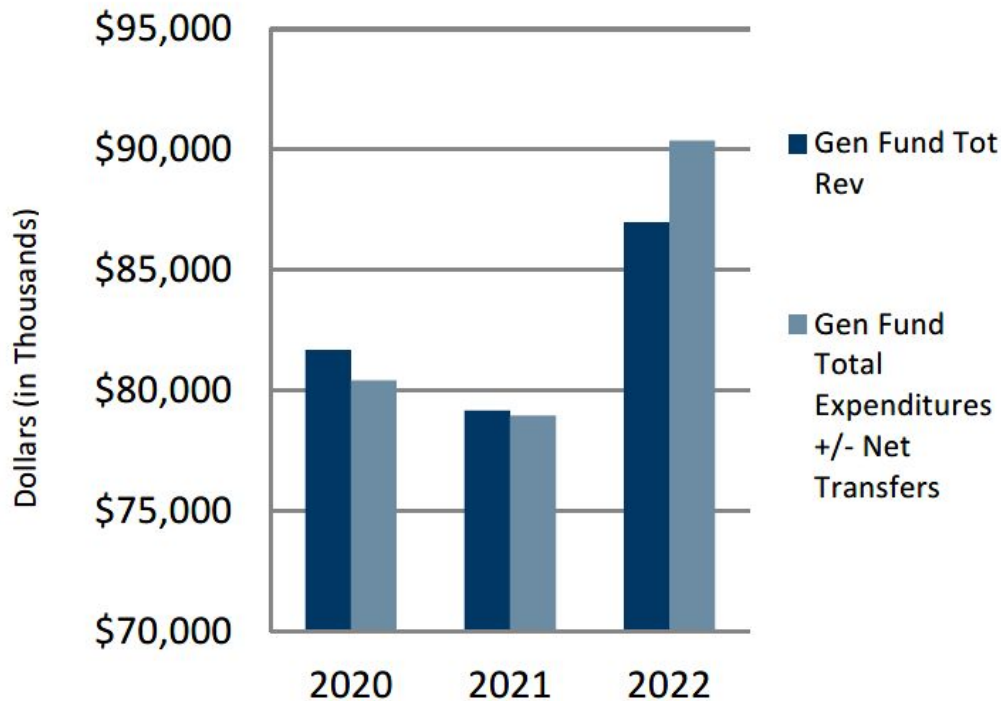


	2020	2021	2022
PY Fund Bal	\$18,113,164	\$19,382,975	\$19,594,803
CY Fund Bal	\$19,382,975	\$19,594,803	\$16,183,385



Operating Margin Ratio

3 Year Operating Margin Ratio (OMR)



	2020	2021	2022
Revenue	\$81,674,216	\$79,163,376	\$86,950,846
Expenditures	\$80,404,405	\$78,951,548	\$90,362,264



Operating Reserve Ratio

ORR Formula

$$\frac{\text{Fund balance of the general fund}}{\text{General fund total expenditures (net of transfers)}}$$

Financial Indicator Criteria

Continuous decline in ORR from year 1 to year 3, with year 3 less than 0.0833

or

ORR less than 0.0833 all 3 years

Example Trend Data

Ratio year 1 = 0.2411

Ratio year 2 = 0.2482

Ratio year 3 = 0.1791

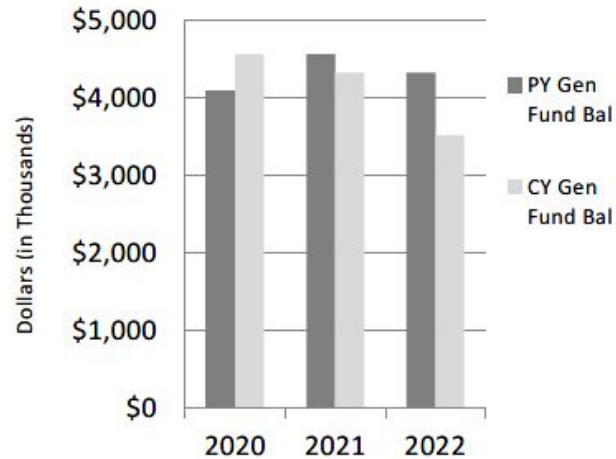
—

Below benchmark? No



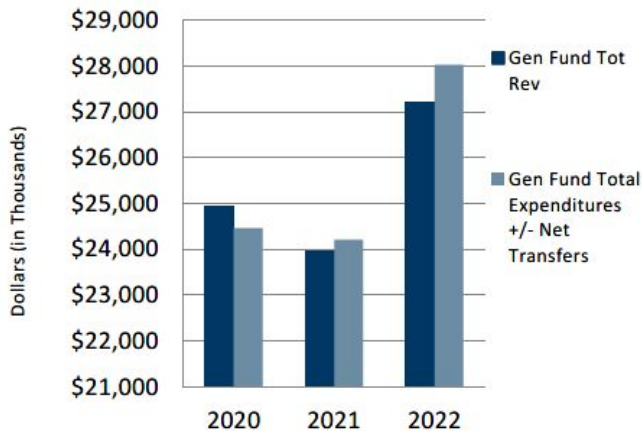
School District – 2,300 FPC

3 Year Change in Fund Balance Ratio (CFBR)



	2020	2021	2022
PY Fund Bal	\$4,090,614	\$4,559,380	\$4,320,796
CY Fund Bal	\$4,559,380	\$4,320,796	\$3,510,135

3 Year Operating Margin Ratio (OMR)

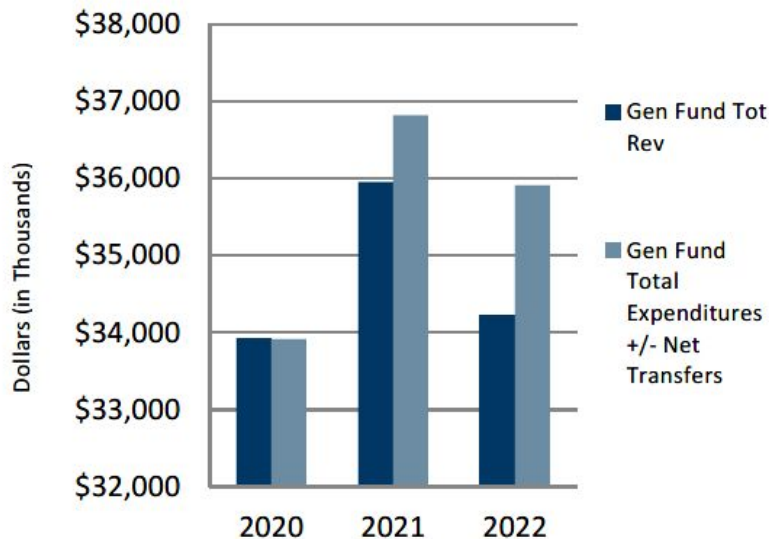


	2020	2021	2022
Revenue	\$24,931,045	\$23,967,480	\$27,213,046
Expenditures	\$24,462,279	\$24,206,064	\$28,023,707



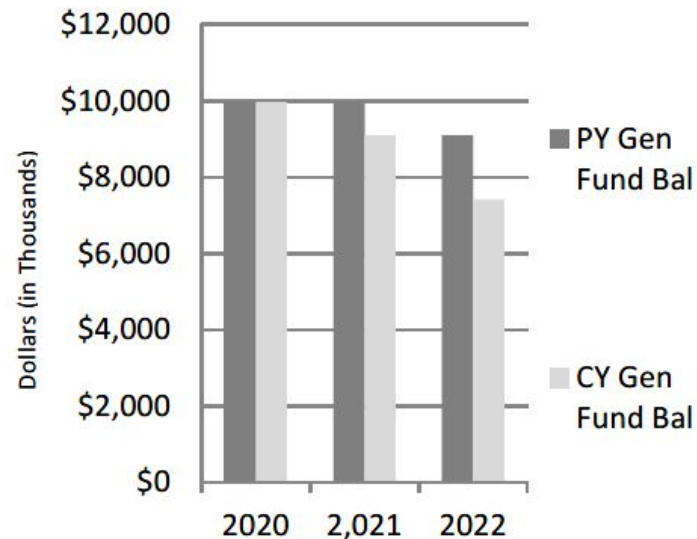
School District - 2,500 FPC

3 Year Operating Margin Ratio (OMR)



	2020	2021	2022
Revenue	\$33,923,407	\$35,951,155	\$34,225,567
Expenditures	\$33,912,285	\$36,817,137	\$35,907,575

3 Year Change in Fund Balance Ratio (CFBR)



	2020	2021	2022
PY Fund Bal	\$9,955,206	\$9,966,328	\$9,100,346
CY Fund Bal	\$9,966,328	\$9,100,346	\$7,418,338



School District – 300 FPC

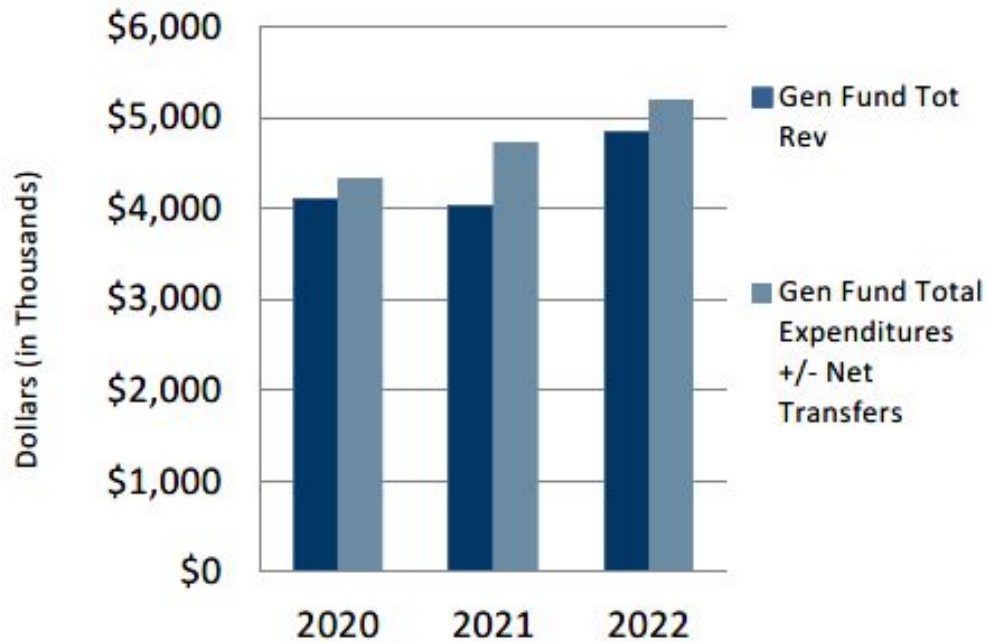
Missed three benchmarks

- Operating Margin Ratio
- Change in Fund Balance Ratio
- Operating Reserve Ratio



Operating Margin Ratio

3 Year Operating Margin Ratio (OMR)

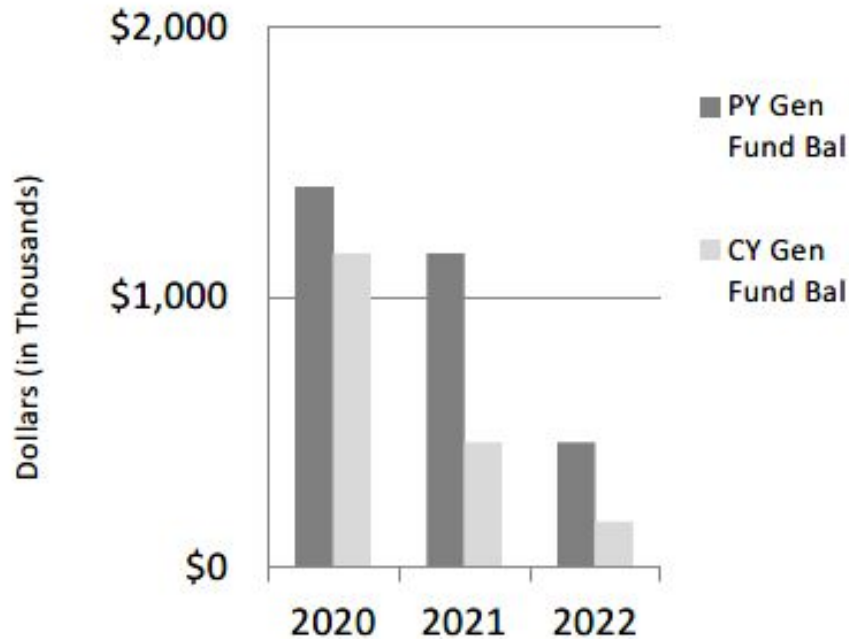


	2020	2021	2022
Revenue	\$4,091,796	\$4,025,075	\$4,839,869
Expenditures	\$4,336,744	\$4,726,223	\$5,200,041



Change in Fund Balance Ratio

3 Year Change in Fund Balance Ratio (CFBR)

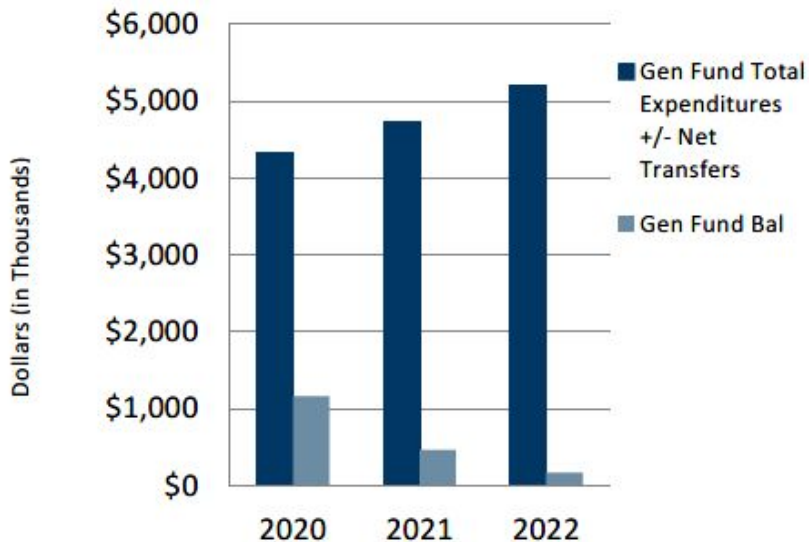


	2020	2021	2022
PY Fund Bal	\$1,407,562	\$1,162,614	\$461,466
CY Fund Bal	\$1,162,614	\$461,466	\$167,302



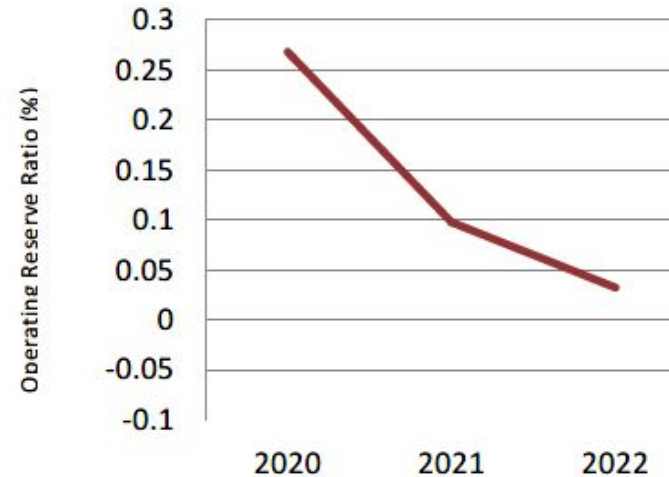
Operating Reserve Ratio

3 Year Operating Reserve Ratio (ORR)



	2020	2021	2022
Expenditures	\$4,336,744	\$4,726,223	\$5,200,041
Gen Fund Bal	\$1,162,614	\$461,466	\$167,302

3 Year ORR Trending



ORR	2020	2021	2022
	0.2681	0.0976	0.0322



Best Practices

Financial Policies

- Internal controls
- Budget
- Capital improvements
- Minimum/target fund balance

Management and Operations

- Systems to monitor performance
 - Budget to actual



GFOA Best Practices

[Best Practices & Resources \(gfoa.org\)](http://gfoa.org)

- Accounting and Financial Reporting
- Budgeting
- Capital Planning
- Debt Management
- Economic Development
- Procurement
- Risk Assessment.....





What are the audit filing deadlines?

Audit Law Deadlines

Section 29-1-601 et seq., C.R.S.

School Districts – June 30 year end

- Audit shall be completed within 5 months
 - Submit to the OSA within 30 days of receipt of audit report
- December 31st – Deadline to file an extension
 - Extension may be granted for 60 days
 - February 29



Office of the State Auditor

[Audits](#) [Legislative Audit Committee](#) [Local Government](#) [Fraud Reporting Hotline](#) [About](#)

Visit our Website:
Colorado Office of the
State Auditor
www.colorado.gov/auditor



OFFICE OF THE STATE AUDITOR

C O L O R A D O

How do I request an extension of time?

Office of the State Auditor

Audits Legislative Audit Committee **Local Government** Fraud Hotline Tax Expenditures About

Local Government Filing Portal

Forms

Contact Local Government

Calendars and Due Dates

Filing Guidelines

Fiscal Health

Useful Documents & Links

Local Government

The OSA's Local Government section provides information for about 4,000 Colorado local governments for compliance with the Local Government Audit Law [Section 29-1-601, et seq., C.R.S.], which requires an independent financial audit to the State Auditor.

Please contact us with any questions regarding the Local Government Audit Law or how the law's requirements may apply to your local government.

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Please contact us with any questions regarding the Local Government Audit Law or how the law's requirements may apply to your local government.

Hover on Local Government
Click on Local Government Portal





Apply

Office of the State Auditor Local Government Audit Division

Welcome to the Office of the State Auditor's Local Government Portal

On this website, you can submit your local government's audited financial statements, applications for exemption from audit, inactive notices, or request an extension of time to file an audit with the Office of the State Auditor. You may also view your local government's submission history and view processed audits and extensions. Additionally, you can also view the history of your own local government's audits.

Local Government Portal
Register
Sign In
Create New Submission
Local Governments
Search Submissions

Scroll to the bottom of the portal page to find the request for an extension form

Request an Extension

For the application form to request an extension of time to file an audit:
Year End June 30, 2023.

[Download Extension Application Form](#)

For the application form to request an extension of time to file an audit:
Year End December 31, 2022.

[Download Extension Application Form](#)





OFFICE OF THE STATE AUDITOR • LOCAL GOVERNMENT AUDIT DIVISION

KERRI L. HUNTER, CPA, CFE • STATE AUDITOR

School District/Charter School/BOCES
Request for Extension of Time to File an Audit for Year End June 30, 2023 ONLY

Requests may be submitted via internet portal: <https://apps.leg.co.gov/osa/lg>.

Government Name: _____
Name of Contact: _____
Address: _____
City/State/Zip Code: _____
Phone Number: _____
E-mail: _____
Fiscal Year Ending (mm/dd/yyyy): _____
Amount of Time Requested (in days): _____
(Not to exceed 60 calendar days)

60 days
Audit Due:
February 29, 2024

Comments (optional): _____

Reminder – must be signed by a member of the governing board.

I understand that if the audit is not submitted within the approved extension of time, the government named in the extension request will be considered in default without further notice, and the State Auditor shall take further action as prescribed by Section 29-1-606(5)(b), C.R.S.

Must be signed by a member of the governing board.

Signature: _____
Printed Name: _____
Title: _____
Date: _____



OFFICE OF THE STATE AUDITOR

C O L O R A D O



Office of the State Auditor Local Government Audit Division

Welcome to the Office of the State Auditor's Local Government Portal

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Create an Account

You can also create an account to track all submission history. Your account shows what you submitted and when you submitted it. An account is not required to submit an audited financial statement, an extension of time to file, applications for exemption from audit, or an inactive notice. Click [here](#) or on Register on the menu to the right to create an account.

Sign In

After you have created an account, you can click [here](#) to sign into your account or by clicking on the Sign In link in the menu to the right.

Submissions

Click [here](#) to submit audited financial statements, applications for exemption from audit, inactive notices, or request an extension of time to file an audit. Or, click on Create New Submissions in the menu to the right.

Local Government Portal	
Register	
Sign In	
Create New Submission	
Local Governments	
Search Submissions	

Click on "Create New Submission" to submit an audit or exemption.

Click on Local Government to search for any local government



Not syncing | Office of the State Auditor | Colo | OSA: Local Government Portal | +

https://apps.leg.co.gov/osa/lg/submissions/new

Create New Submission

* Submission Type
Audit

Submitter's Name
Suzy Preparer

Submitter's Email
myemail@happydistrict

Submitter's Phone
555-555-1234

* Submission Year
2023

Local Government
Select Entity
alamosa
County of Alamosa
City of Alamosa
Alamosa County Fire Protection District
Alamosa County Ambulance District
Alamosa Mosquito Control District
Alamosa School District RE-11J
Alamosa Housing
Add an additional file

register
Sign In
Create New Submission
Local Governments
Search Submissions

reCAPTCHA
Privacy - Terms

Click in the search field to enter a search term to search for your district name.

You may need to scroll down a bit to select your school district name.

Tip: A charter school's audit report should be submitted under the school district's name.



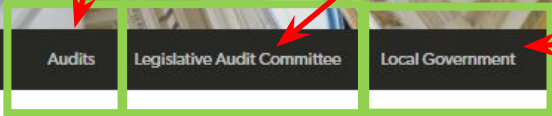
 [Apply](#)

This top section gives access to different areas of the General Assembly's website.

Obtain copies of financial and performance audits.

See dates of the next LAC hearing and view the agenda.

Or hover over Local Government for access to exemption forms, fiscal health tools and other useful information.



Kerri L. Hunter, CPA

A Message from the State Auditor

Welcome to the Colorado Office of the State Auditor (OSA), where our mission is to improve government for the people of Colorado.

The OSA is a nonpartisan agency in Colorado's Legislative Branch. Our performance, financial, and IT audits provide the General Assembly, agencies, and the public with thorough, credible, and impartial assessments of the operation of state programs and the use of state and federal funds. Our audits provide solution-based recommendations that focus on reducing costs, increasing efficiency, promoting the achievement of legislative intent, improving effectiveness of programs and the quality of services, ensuring transparency in government, and ensuring the accuracy and integrity of financial and other information that decision makers need to hold government agencies accountable for the use of public resources.

CONTACT INFORMATION

ADDRESS
State Services Building
1525 Sherman St., 7th Floor
Denver, CO 80203
United States
[Get Directions](#)

PHONE
303.869.2800

FAX
303.869.3060





First Regular Session | 73rd General Assembly

Colorado General Assembly

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INTERIM SCHEDULE | **BILLS** | LAWS | LEGISLATORS | COMMITTEES | INITIATIVES | BUDGET | AUDITS | PUBLICATIONS | AGENCIES

Hover
over
Laws

- Colorado Laws
- U.S. Constitution
- Colorado Constitution
- Colorado Revised Statutes
- Session Laws
- Uniform State Laws
- Executive Agency Rules & Regulations

Colorado
Revised
Statutes

Watch &
Listen

The 73rd General Assembly

The First Regular Session of the Seventy-third General Assembly adjourned on June 8, 2021. The Second Regular Session of the Seventy-third will convene on January 12, 2022.



Find My Legislator



Watch & Listen



Find a Bill



Explore the Budget



OFFICE OF THE STATE AUDITOR

C O L O R A D O

QUESTIONS?

Thank you!!!



OFFICE OF THE STATE AUDITOR

C O L O R A D O

Colorado Office of the State Auditor

1525 Sherman Street, 7th Floor, Denver, Colorado 80203

303.869.3000

<http://www.colorado.gov/auditor/>

Crystal Dorsey: crystal.dorsey@coleg.gov (303) 869-3002

osa.lg@coleg.gov

All OSA Email addresses have changed to “@coleg.gov”

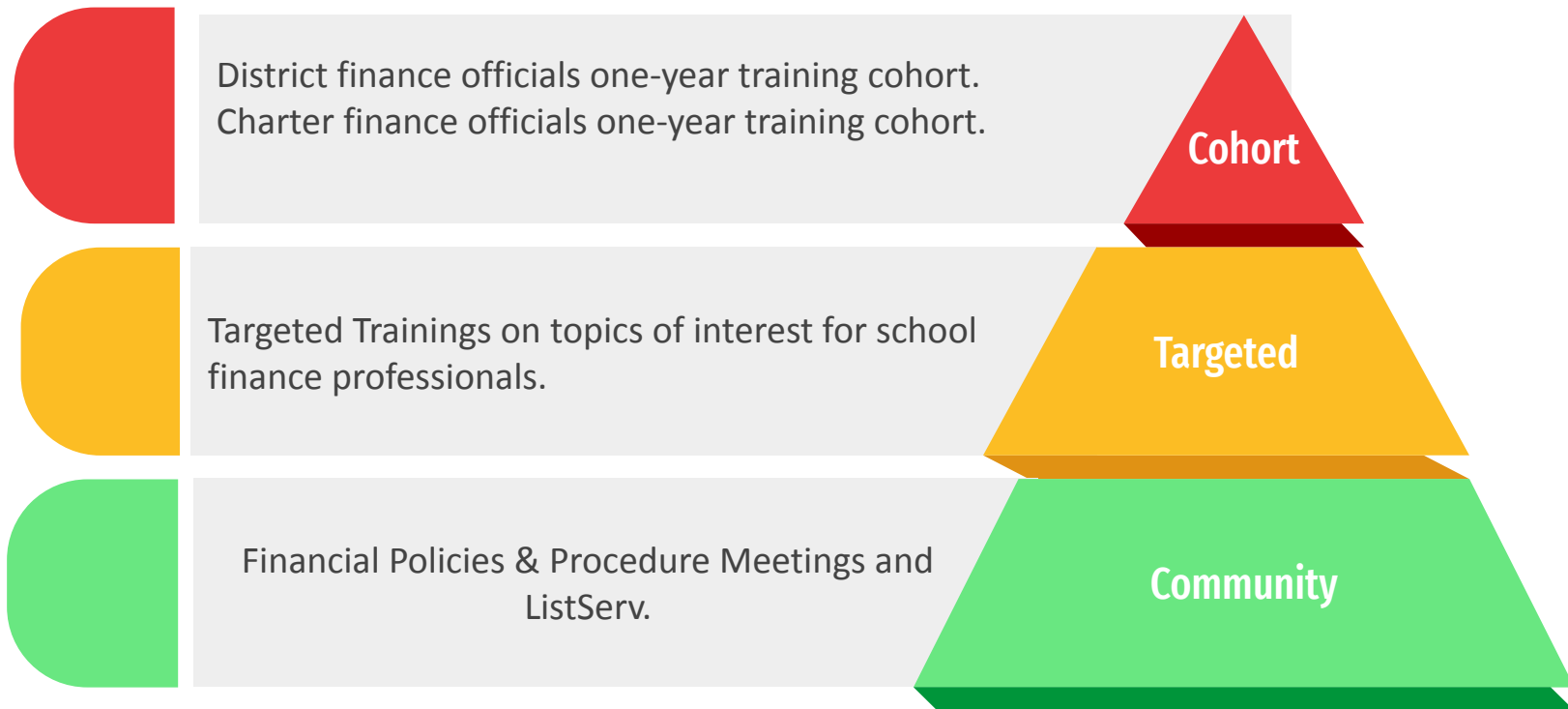


OFFICE OF THE STATE AUDITOR

C O L O R A D O

Trainings

Theory of Action: Provide a Tiered System of Supports



New 2024 - Charter School Finance Cohort

- Led by Glenn Gustafson, CPA
- Cohort 2024 membership application will open in October 2023 & start in January 2024. Open to all Charter School *lead business officials*. **Prioritized by:**
 - Recently new lead Charter School Finance Professionals
- Cohort members commit to one year of structured school finance learning & practices.
 - 2- 90 minute per month group class learning.
 - 20-30 Participants
- Topics will follow the Business cycle:
 - Chart of Accounts
 - Audit/990 Preparation
 - Budget Prep & Cycle
 - Financial Statement (Monthly & Quarterly)
 - Cash management & Investments
 - Debt & Debt Administration
 - Annual Reporting (Bonds/COPS, W2/W3, 1099, 1095/1096)
 - Authorizer Coordination

CDE School Finance Training Opportunities

<http://www.cde.state.co.us/cdefinance/upcomingschoolfinancetownhallsandtrainings>

Online Trainings (All meetings 9-10:30 am)

- School Finance
 - Grant Management 101 Part I - (10/19/23)
 - School Finance 101 Part I - (11/2/23)
 - School Finance 101 Part II - (11/9/23)
 - Grant Management 101 Part II - (4/11/23)
- Mill Certification
 - Certifying District Mills (11/13/23)
 - Certifying District Mills (11/30/23)
 - Certifying District Mills for 100% Local (11/30/23) **2-3:30PM**
- Budget
 - Budget Part I: Timeline & Guiding Principles - (10/26/23)
 - Fund Balance: Principles & Strategy (1/18/23)
 - Budget Template: (2/8/23)
 - Budget Part II: Forecasting and Budget Prep Work (2/15/23)
 - Budget Part III: Forecasting and Budget Prep Work (3/7/23)

New Template

- **Business Manager Year-Round Monthly Calendar.**
 - **Meant to be Customizable**

Statutory Compliance and Reporting

- [Critical Dates - FY 2023-2024 \(PDF\)](#)
- [Critical Dates - FY 2022-2023 \(PDF\)](#)
- Budget Templates - FY 2023-2024
 - Required: [Uniform Budget Summary \(XLS\)](#)
 - Optional: [CDE-18 with links to Uniform Budget Summary \(XLS\)](#)
 - Optional: [CDE-18 with Salary Schedule Links and Uniform Budget Summary \(XLS\)](#)
 - [Budget Appropriation Resolution](#)
- School Finance Templates
 - [Audit Workpaper](#)
 - [Budget Model to FY24 Budget Template v9.3](#)
 - [Bank Reconciliation](#)
 - [Bank Reconciliation - Full Year](#)
 - [Business Manager Year-Round Monthly Calendar](#)
 - [Quarterly Financial Statements](#)
 - [Sample Licensed - Salary Schedule Scattergram](#)
 - [Sample Classified - Hourly Schedule Scattergram](#)

Regional In Person Trainings

- Regional Trainings
 - Mountain/Western Slope (2/1/24) Site TBD
 - Northeast (4/4/24) Site TBD

FPP Meetings All meetings start at 9:30 am

- Friday, September 15, 2023
- Thursday, November 16, 2023
- Thursday, February 22, 2024
- Thursday, April 25, 2024-*Forecast on FY25 School Finance Act*
- Thursday, June 20, 2024-*Report on FY25 School Finance Act*

COA/FT Subcommittee

COA/FT Subcommittee Members



District Members

Ashley Zhang, Accounting Supervisor, Mesa 51

Jamie Duran, Finance Coordinator, Pueblo 70

Kirk Youngman, Manager-Enterprise Systems, St Vrain

Lana Niehans, Director of Budget and Finance, Pueblo 60

Meghan Deutsch, Accounting Manager, Adams 12

Colorado Department of Education

Dawna Gudka, Data Specialist, IMS Data Service

Peter Hoffman, Data Specialist, IMS Data Service

Sondra Vela, Grants Fiscal Analyst, Grants Fiscal

Lindsey Heitman, Principal Consultant, IMS Data Service

Colorado Department of Education - School Finance

Gene Fornecker, School Finance Senior Analyst

Glenn Gustafson, School Finance Program Manager

Kelly Wiedemer, Fiscal Data Analyst

Yolanda Lucero, Fiscal Data Coordinator



COA/FT Subcommittee Meeting Schedule



Meeting Eight, Part 3: Job Class Codes Continued December 7th, 9:00-10:30am

Meeting Seven, Part 4: Object Codes Continued
January 11th, 9-10:30am

Meeting Nine: Financial Transparency - Changes/Enhancements
TBD

Meeting Ten: Recommendations - Review
TBD

Meeting Eleven: Wrap Up
TBD

COA/FT Subcommittee Meeting Schedule



Request Form for Topics/Ideas -

- **Reminder:** The subcommittee created a [form](#) for business officials and others to [share topics](#) that they would like the sub-committee to address.

Review Slides and Provide Feedback on the pending recommendations:

- Future FPP Recommendations ([slides](#))
- Provide your feedback ([form](#))

Collection Updates Finance December

Collection Updates Finance December



Submissions are Due December 31st

- Extensions through Office of State Auditor
 - Request an Extension Form : <https://apps.leg.co.gov/osa/lg>
 - Extensions may be granted for 60 days, through February 29, 2024
 - CDE honors the extension; send CDE a copy of the approved extension request: schoolfinance@cde.state.co.us

Financial Data Warehouse Reports

- July 1 through June 30
- July 1 through October 31st

Review Process Comment

Task Force Updates

School Finance Task Force Updates

- School Finance Task Force meeting #6 happened on November 14th, 2023 from 9am-1pm.
- Topics covered were status & vision for an updated formula, an analysis of size factor, size & additional factor, cost of living and revisiting the charter institute development.
- Next Task Force meeting #7 is on Dec 5th 9am-2pm.



2023 Task force meeting dates and times:

Meeting #1 - September 25, 2023

- Agenda - [September 25, 2023](#)
- [PowerPoint PDF](#)
- [Live Stream Link](#)
- [September 25, 2023 Minutes Transportation Task Force](#)

Next Meeting #2 - December 11, 2023

Other Topics of Interest

Other Topics of Interest



CASB

CASBO

CASE-DBO

CGFOA

COCPA

Upcoming Meetings

Upcoming Meetings

Thursday, February 22, 2024

Facilitator: Mandi Birge, San Juan BOCES

Thursday, April 25, 2024

Facilitator: Lisa Bollers, Adams-Arapahoe 28J

Thursday, June 20, 2024

Facilitator: Ashley Zhang, Mesa 51

Meeting Adjourn

