ANNUAL STATISTICAL REPORT OF SCHOOLS Fiscal Year 2024

Reporting Instructions

Due By Law

August 15, 2024
Title 16 V.S.A. Section 242(4)(B)&(C)

AOE School Finance

Nicole Gray: (802) 828-0178

VERMONT
AGENCY OF EDUCATION

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General Information

Reporting Requirement

This report is required by the Vermont Agency of Education pursuant to Vermont Statutes Annotated, Title 16, Section 242(4)(B)&(C) under Duties of Superintendents.

Purpose of This Data Collection

The goal of this data collection is to identify all revenues, expenditures, and other financial transactions for every school district and supervisory district/union in Vermont.

The Vermont Agency of Education is required by statute to collect financial data for purposes of:

- Computing Education Agency grants
- Computing Allowable Tuition (net cost per pupil)
- Complying with State and Federal Reporting Requirements

Many of the State and Federal annual surveys of education statistics and trends that rely on the data collected here, often serve as input to legislative decision-making.

Accuracy of Submitted Data

In order for the Vermont Agency of Education to comply with Federal reporting standards all Statbook submissions must reconcile to district financial audits. **If the Statbook data submitted on or before August 15th does not match the data provided in the audit, then the entity must revise their Statbook and resubmit.**

The AOE will be implementing a new collection practice this year. Throughout the collection period, you will receive email notifications if you are missing any data. On September 1, 2024, if your data has still not been received, your organization will be forwarded to the Business Office so that the funding can be withheld.

Due Date

The due date for the completed "Annual Statistical Report of Schools", is August 15, 2024. This includes the Expense and Revenue data & the Supplemental Worksheets' data.

***Notice of Intent to Withhold Payment:** Failure to complete the Annual Statistical Report on or before the due date may result in the immediate withholding of all State and Federal funds provided by the Agency of Education.*

Data Submissions

Instructions for completing the Statbook Crosswalk template can be found on the Instructions tab of the Excel file. Once you have entered all of your data and cleared the errors, you will be able to use the button in the file to create your .csv. Please do not change the file name. When you complete your Supplemental worksheets, you will then **Upload it on the last page of the supplemental worksheets prior to submitting the worksheets to AOE.**

Statbook Collection and Related Materials

All Statbook materials will be Emailed this year. Materials needed to complete the Statbook collection include reporting instructions, template for importing expenditure and revenue data, and the link for the Cognito Forms to access the Supplemental Worksheets.

Assistance in Completing This Data Collection

Please refer all requests for assistance to AOE School Finance:
Nicole Gray

Signature Required

The Superintendent must sign this report and attest to its accuracy. By signing, the Superintendent attests that to the best of her/his knowledge the information provided is accurate and the school district is in compliance with all requirements of state and federal law.

Who Should Complete This Report

Completion of this report is required of **ALL** Vermont Local Education Agencies (LEAs) regardless of whether they operate on their own or by joint contract.

- **Multiple-District Supervisory Unions** operating an area program and/or special education collaborative are required to complete this report for all financial information related to those programs as well as any administrative costs.
- **Supervisory Districts** should report any administrative or other costs in the school district report.
- **Town, City, and Incorporated Districts** must complete this report. Districts that do not operate a program for all students in grades K - 12 must include the revenues and expenditures related to tuition payments. Do not duplicate revenues and expenditures related to students involved in a program operated by the supervisory union or supervisory district (i.e., Non-Mainstreamed) even though that program may be physically located in your school building.
- **Union, Unified, Union Districts, Joint Contract Schools, and MUUSD** must complete this report. Note: Towns that are members of a Unified District will not complete a separate report. Their financial information is reported jointly in a single report from the Unified District. Do not duplicate revenues and expenditures related to students

involved in a program operated by the supervisory union or supervisory district (i.e., Non-Mainstreamed), even though that program may be physically located in your school building.

- **Career and Technical Education Centers** must complete this report. A separate set of Supplemental Worksheets must be completed for the Tech Center.

Important Information & Updates for the FY2024 Statbook Data Collection

This year's collection will be very similar to how we collected this data last year.
Below are the major changes that took place last year, as a reminder.

1. The data will be collected in the UCOA
2. Expense and Revenue data will be collected two ways?
    a. The data will be extracted from the ODS for Efin+ users
    b. Non-Efin+ users will complete the crosswalk excel template
3. All entities will need to complete the supplemental worksheets, which will be done on a web form, using the Cognito forms tool.
4. We have removed the requirement on SW-1 to report special ed tuition. Please do not report special ed tuition on the SW-1, also remember to also not include prior year adjustments in the SW-1 figures, report the full FY24 tuition billed prior to the PY adjustment.

Chart of Account (Important)

Below are the major issues we see and we will touch on them in this year's training.

a. Many school location codes were not used last year, which does not allow AOE to report correctly under ESSA's per pupil cost by source and by School requirement. Please be sure to follow the UCOA guidance on what location to use, this information is found on the object code tab of the UCOA excel spreadsheet.
b. Tuition was charged to the school location code in error. Tuition payments should only be charged to a School District code (Locations 2xx or 3xx). Coding these costs to a school location will inflate the school per pupil costs.
c. The revsource segment was not used correctly in some cases. Be sure to follow the required revsources, especially for special funds. We use revsource to determine the source of the expenditure and some districts did not use the federal code, so it looks like no federal money was spent on the PPE report.

SW-1 Guidance

- Tuition Paid or received between SU/SDs will be reconciled upon submission. In order for this to tie out it is important for you to make sure you are paying or receiving from the proper entity and that your records match on both sides. For example, if you are sending students to a CTE outside of your SU, make sure you record paying the CTE, not the associated district.
- Do NOT include any adjustments to prior year expenditures or revenues in this worksheet. Adjustments made to prior year, even if based on the allowable tuition calculation, are reported in 5000 series functions or revenue codes.

SW-16 Changes

- When reporting your Budget Surplus funds only include amounts from your General Fund.
- Do not report Special Funds.
- There are new descriptions to choose from. If you select Other you will need to give a purpose for these funds.

Edit Check Process Changes

Many data issues you may have are required to be fixed within the Excel crosswalk file before it will allow you to create and submit the csv data file. AOE will subsequently do additional data validations and may contact you for a resubmittal. Otherwise, your data will be available in the online EditCheck Power BI file for review.

NOTE: Only upload the .csv file with your expense and revenue data, we will not accept the entire excel file this year.

General Instructions

All reports submitted must have the signature page completed by the Superintendent.

The Vermont "Handbook" and Definitions

The *Handbook for Financial Accounting of Vermont School Systems (Handbook II)* contains detailed information about the proper reporting of financial data.
Additionally, you may find useful (and current) information in the revised federal handbook, Financial Accounting for Local and State School Systems: 2014 Edition. The federal handbook is the model for the Vermont handbook, although the individual codes are not identical. Do not hesitate to call AOE School Finance if you have any questions.

Glossary

Please see the Handbook II for information on codes and reporting.

Expense and Revenue Reporting

Expenses and revenues will be reported differently for Efin+ users and non-efin+ users.

- Efin+ users: The expenses and revenues will be pulled from the ODS on (or shortly after) August 15th.
- Non-Efin+ users: The crosswalk template needs to be filled out and submitted (with no errors) to AOE on or before August 15th

Statbook Crosswalk File Instructions

Statbook Crosswalk File Instructions:
(Please read and follow the detailed instructions on the first tab of the Crosswalk file)

General Steps:

1. Export your expenditure and revenue data from you ERP system
2. Paste the raw data into the Crosswalk file, in the tab provided
3. Format your data as necessary to paste the values into the crosswalk mapping tab
4. Fix any crosswalking issues
5. Review the Business Rule errors and fix your data as necessary
6. On the Checklist tab review all of the checks and clear them
7. On the Announced Tuition tab, review the list of expenditures and in column M change the No to a Yes if they should be included in the Announced Tuition calculation.
8. When all edits are corrected, the crosswalk file will let you run a macro to create your output file, to include with your Cognito Supplemental Worksheets submission form.

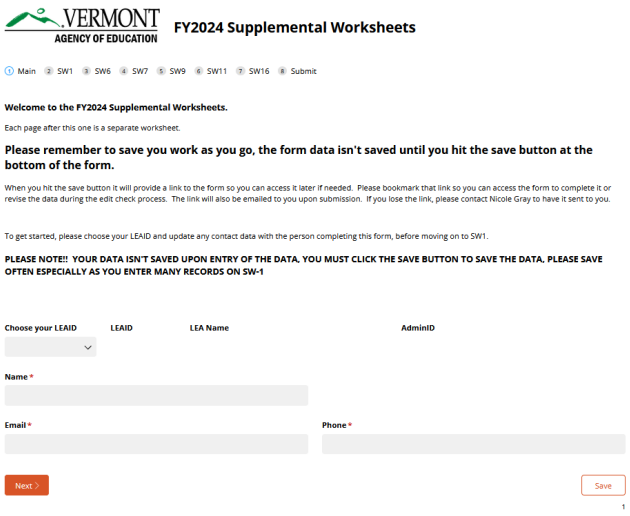
Supplemental Worksheets

The Supplemental worksheets will be done in Cognito forms.

Main Form

The main form is the first page of the supplemental worksheets.

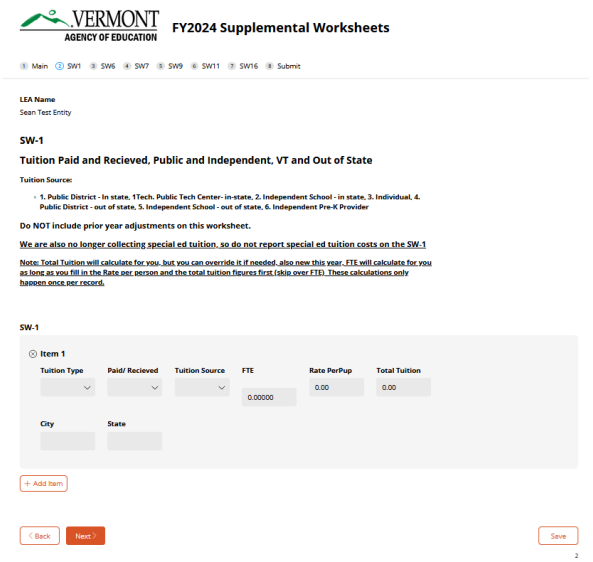
1. Choose the LEAID for the entity you want to work on.
2. Verify or update the contact information.
3. Click on the save button



A window will pop up when you save your worksheet with the unique web address to this LEA's worksheet. Bookmark this link so you can access the worksheet later and then again for revisions. This link will also be emailed to the email address listed. Remember to save often as you input data, as the data isn't saved until the save button is clicked. Now click "Next" to move to the SW-1 worksheet.

SW-1: Tuition Worksheet

SW-1 Form



Navigation:
New Tuition entries are added by clicking the +Add Item button
Items can be deleted by clicking the orange X
Be sure to save your progress as you enter items on this sheet, as they are not saved until you click the save button.

Any Local Education Agency (LEA) that pays and/or receives tuition must complete this worksheet. The tuition amounts entered in SW-1 must match the corresponding revenues and expenditures as outlined below. The tuition payments entered as paid must also match the receiving districts receipts and vice versa. You are responsible to follow-up with any LEA's where the amount received does not match the amount paid by the other LEA. You will receive this information through the Edit Check file.

NOTE: Do not report tuition for Special Education.

**** This worksheet data is used by the Vermont legislature for many different purposes and it must be complete AND accurate ****

To complete this worksheet, click the button "add a new record" and enter the following information for the specific type of tuition that was paid or received by the District.

1. **Tuition Type**: Select the grade level or program type associated with the tuition that was paid or received.
   a) **RegPK**: Pre-Kindergarten; tuition expenditures reported in object codes 561, 562, 563, and 564 under Grade level 01, or tuition received as reported in revenue code(s) 1301, 1302, 1303, and 1304.
   b) **RegE**: Elementary (grades K-6); tuition expenditures reported in object codes 561, 562,

563, and 564 under Grade Level 11, or tuition received as reported in revenue code(s) 1301, 1302, 1303, and 1304.

c) **RegS**: Secondary (grades 7 – 12); tuition expenditures reported in object codes 561, 562, 563, and 564 under Grade Level 31, or tuition received as reported in revenue code(s) 1301, 1302, 1303, and 1304.

d) **RegV**: Vocational; tuition expenditures reported in object code 567, or tuition received as reported in revenue codes 1301, 1302, 1303, and 1304.

e) **CE**: Continuing or Adult Education; tuition expenditures reported in object codes 561, 562, 563, and 564 under program 41, or tuition received as reported in revenue codes 1301, 1302, 1303, and 1304.

2. **Tuition Source:** Report all tuition that was received from or paid to one of the following categories:

(1) **In state – Public**: select this category when both the payer and the receiver are a VT LEA, SU,

- When paying Tech Center's, the Tuition Type will be Reg V. This will limit the options to only tech centers. Continue to choose tuition source 7 when paying St. Johnsbury Academy or Lyndon Institute as a Tech Center.

(2) **In state – Independent**: This category should be used when a district pays funds to a VT independent or private school

(3) **Individual**: this captures when an individual pays tuition directly to an LEA (for tuition received only). This should be broken out by student town of residence. It is inadequate to aggregate and report one line for multiple students.

(4) **Out of State – Public**: this category identifies the portion of tuition to out-of-state schools (object code 563) that go to out of state public schools.

(5) **Out of State – Independent**: This category captures the portion of tuition to out- of-state schools (object code 564) that are independent or private.

(6) **Independent Pre-K**: Pre-K tuition paid to a private provider.

3. **Paid/Received** – Indicates whether the reporting district **paid** tuition to or **received** tuition from other districts, out of state organizations or individuals.
4. **Tuition Source Description** – For source types 1, 2, 6, and 7 please choose from the dropdown list. For the remaining source types, please enter the name of the out-of-state school that you have received tuition from or to whom you have paid tuition. If tuition was received directly from a student's parent, enter "Parent".
5. **Tuition Source LEA Code** – For tuition source types 1 and 2 (In-state – Public or In-state – Independent), the LEA code will fill in automatically when the tuition source name is selected from the drop-down. The remaining tuition source types do not require an LEA code and the field will be hidden.
6. **Tuition Source City** - Enter the name of the town/city where the entity is located. In the

case of tuition paid direct from the parent/student, the information entered should be the student's town of residence.

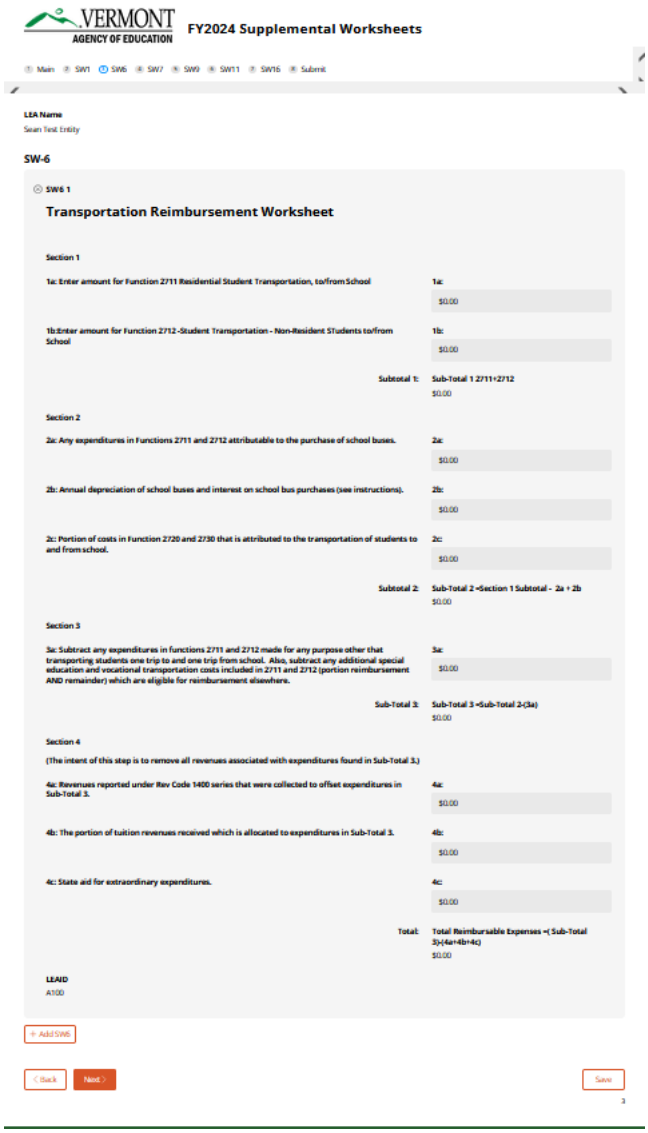
7. **Tuition Source State** – enter the state in which the school or district is located. In the case of tuition paid direct from the parent/student, the information entered should reflect the student's town of residence.
8. **FTE:** Enter the full-time equivalent of students for whom your district received and/or paid tuition (NOT headcount). For non-full year students please prorate FTE by the number of days the student was enrolled divided by the total number of session days possible. **For technical center students, enter the 6 semester FTE on which tuition was based.**
9. **Tuition Rate Per Pupil** - Enter the tuition rate that was charged for each student FTE by the school or District.
10. **Total Tuition Paid**– This will automatically calculate based on the Tuition Rate x FTE but can be overwritten. For a number of reasons, a district may not pay or receive the entire amount of tuition due according to the standard Rate x FTE calculation. In this case, you should overwrite the total tuition paid calculation and report the amount that was actually paid/received.

SW-1 Guidance

- Tuition paid or received between SU/SDs will be reconciled upon submission. In order for this to tie out it is important for you to make sure you are paying or receiving from the proper entity and that your records match on both sides. For example, if you are sending students to a CTE outside of your SU, make sure you pay the CTE, not the associated high school.
- Do NOT include any adjustments to prior year expenditures or revenues in this worksheet. Adjustments made to prior year, even if based on the allowable tuition calculation, are reported in 5000 series functions or revenue codes.
- We have removed the requirement on SW-1 to report special ed tuition. Please do not report special ed tuition on the SW-1.

SW-6: Transportation Reimbursement Worksheet

SW-6 Form



The purpose of this form is to collect the transportation expenses that are eligible for reimbursement. This worksheet is to be completed by SU's and Supervisory Districts only that have reimbursable transportation expenses. If your entity had no reimbursable transportation expenditures, please just check the box located at the top of the worksheet.

Section 1: Add expenditures from functions 2711 and 2712 within the Statbook.

Section 2: Remove all expenditures for the purchase of school buses included in functions 2711 and 2712 from Sub-Total 1 in Box 2a. In Box 2b you must enter the total amount of annual depreciation on school buses owned by the entity combined with any interest paid on bonds and/or loans used to purchase buses.

Reminder
Box 2c has been added, please enter the portion of costs recorded in function codes 2720 (Monitoring Services) and 2730 (Vehicle Serv/Maint) applicable to the transportation of students to and from school.

Depreciation of a school bus equals one-seventh of the purchase price of a bus per year for seven years. **Only the portion of depreciation (and interest) attributable to the transportation of students on one trip per school day to and from school may be claimed as an allowable transportation expenditure.** When an entity enters into a bus leasing arrangement that concludes with the entity owning the buses at the end of the lease, the portion of the lease applied to the purchase is considered an installment purchase rather than a rental. The entity must determine the Fair Market Value (FMV) of the buses at the time of lease signing. Only the portion of depreciation attributable to the transportation of students on one trip per school day to and from school may be claimed as allowable transportation expenditure. **The portion of the lease applied to the purchase of school buses is treated as an expenditure for the purchase of school buses and should be removed in Step 2(a). Depreciation is added in step 2(b).**

** For purposes of determining Total Reimbursable Transportation Expenses, depreciation is assumed to have begun in the year a new bus was purchased. A bus purchased new by the district three years ago will have one-seventh of its purchase price recorded as depreciation for the next four years. A bus purchased more than seven years ago is considered fully depreciated.

A bus that is "used" and less than seven years old at the time of purchase, is depreciated over the remainder of the seven-year life. For example, depreciation on a four-year-old bus purchased used will be calculated as one-third of the price of the bus when purchased used, for three years.

Section 3: Remove any expenditures that were used for purposes other than transporting students to and from school once each day.

- Note: Any additional special education or technical transportation costs that are included in revenue codes 2711 and 2712, but which are eligible for reimbursement elsewhere, are removed here. For example, if a special education transportation expenditure of $100 is assumed to be reimbursed at 60%, the entire $100 must be removed, not the $60 of reimbursement. In the UCOA Technical transportation costs are coded in function 2713, if you've used 2713 in FY22, then you do not have to remove Technical transportation costs from 2711 & 2712.

Section 4: In box 4a enter any revenues from revenue code 1400 that are associated with the expenditures remaining in the sub-total from above. In box 4b you will enter any portions of tuition revenues that are related to the above expenditures. Data entered in Box 4c should equal any State Aid for Extraordinary Expenditures.

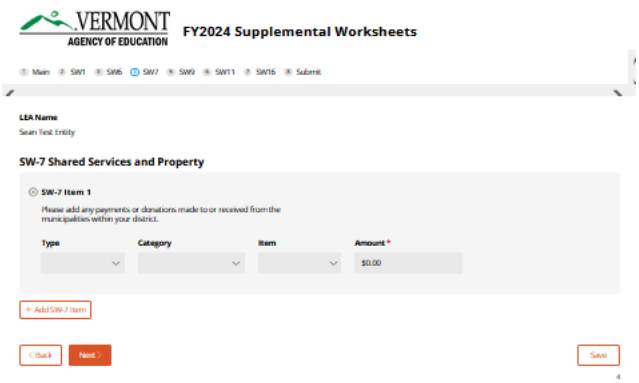
SW-7: Shared Services and Properties Worksheet

Title 16, Section 4029(f) directs the Agency of Education to collect the amount each school district paid to or received from a municipality, including donated property and in-kind

services annually. Education tax revenue the district receives from the municipality is not included. The objective is to ensure that education funds are used for education purposes and municipal funds are used for municipal purposes within the purview of Title 16, Section 4029.

This form has been redesigned in the new tool, so it is now a multi-record form and you enter as many records as necessary depending on the shared services between the district and the town.

SW-7 Form



Form Information

Complete each item and add new ones by clicking the +Add SW-7 Item button

Items can be deleted clicking . Note: the record will delete, there is not confirmation or question.

SW7 consists of five fields:

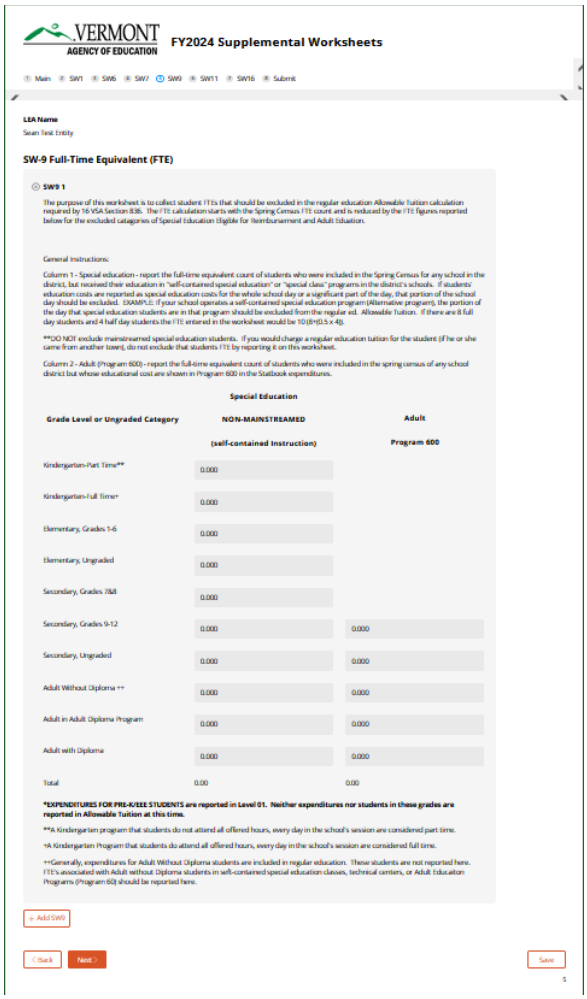
1. Type:
   a. "By District to Municipality" is used to capture data related to the payment of municipalities by districts for various services or for the purpose of donation.
   b. "By Municipality to District" reflects payments and donations made to the focal school district by a municipality.
2. Category:
   a. Payments
   b. Donations
3. Item:
   a. Payments
      i. Other
      ii. Plowing
      iii. Road Maintenance
      iv. Town/City Auditor
      v. Town/City Clerk
      vi. Town/City Treasurer
      vii. Other
   b. Donation
      i. Use of Buildings/Room
      ii. Other
4. Amount: Enter the amount of the item.

5. Other Description: This field shows up if "Other" is chosen in the item field, so a description can be added for the type of payment or donation.

SW-9: Full-Time Equivalents of Students in Non-Regular Education Classes

The figures reported here are used to adjust the student FTE (denominator) used in the Allowable Tuition calculation. The starting point for the student FTE calculation is the Spring Census, which is a data collection that occurs outside of Statbook. If you have questions about completing or reviewing the Spring Census for your entity, please contact the AOE helpdesk at (802) 828-1017. The purpose of this worksheet is to capture **non-regular student FTEs ONLY, based on location of enrollment, NOT town of residence.** These data will allow us to identify and account for students who attend programs, and/or for whom expenditures are reported under non-regular education categories in the allowable tuition calculation.

SW-9 Form


VERMONT AGENCY OF EDUCATION FY2024 Supplemental Worksheets

Main SW1 SW6 SW7 SW9 SW11 SW16 Submit

LEA Name
Sean Test Entity

SW-9 Full-Time Equivalent (FTE)

SW9 1

The purpose of this worksheet is to collect student FTEs that should be excluded in the regular education Allowable Tuition calculation required by 16 VSA Section 836. The FTE calculation starts with the Spring Census FTE count and is reduced by the FTE figures reported below for the excluded categories of Special Education Eligible for Reimbursement and Adult Education.

General Instructions:

Column 1 - Special education - report the full-time equivalent count of students who were included in the Spring Census for any school in the district, but received their education in "self-contained special education" or "special class" programs in the district's schools. If students' education costs are reported as special education costs for the whole school day or a significant part of the day, that portion of the school day should be excluded. EXAMPLE: If your school operates a self-contained special education program (Alternative program), the portion of the day that special education students are in that program should be excluded from the regular ed. Allowable Tuition. If there are 8 full day students and 4 half day students the FTE entered in the worksheet would be 10 (8+(0.5 x 4)).

**DO NOT exclude mainstreamed special education students. If you would charge a regular education tuition for the student (if he or she came from another town), do not exclude that students FTE by reporting it on this worksheet.

Column 2 - Adult (Program 600) - report the full-time equivalent count of students who were included in the spring census of any school district but whose educational cost are shown in Program 600 in the Statbook expenditures.

Grade Level or Ungraded Category	Special Education NON-MAINSTREAMED (self-contained Instruction)	Adult Program 600
Kindergarten-Part Time**	0.000	
Kindergarten-Full Time+	0.000	
Elementary, Grades 1-6	0.000	
Elementary, Ungraded	0.000	
Secondary, Grades 7&8	0.000	
Secondary, Grades 9-12	0.000	0.000
Secondary, Ungraded	0.000	0.000
Adult Without Diploma ++	0.000	0.000
Adult in Adult Diploma Program	0.000	0.000
Adult with Diploma	0.000	0.000
Total	0.00	0.00

*EXPENDITURES FOR PRE-K/EEE STUDENTS are reported in Level 01. Neither expenditures nor students in these grades are reported in Allowable Tuition at this time.

**A Kindergarten program that students do not attend all offered hours, every day in the school's session are considered part time.

+A Kindergarten Program that students do attend all offered hours, every day in the school's session are considered full time.

++Generally, expenditures for Adult Without Diploma students are included in regular education. These students are not reported here. FTE's associated with Adult without Diploma students in self-contained special education classes, technical centers, or Adult Education Programs (Program 60) should be reported here.

+ Add SW9

< Back Next > Save

Column 1: Special Education - report the full-time equivalent count of students who were included in the Spring Census for any school in the district but received their education in "self-contained special education" or "special class/alternative" programs in the district's schools.

If a student's educational costs are reported as special education costs for the whole school day or a significant part of the school day, that portion of his or her school day should be excluded from the regular education FTE count, i.e. that portion should be reported on this worksheet.

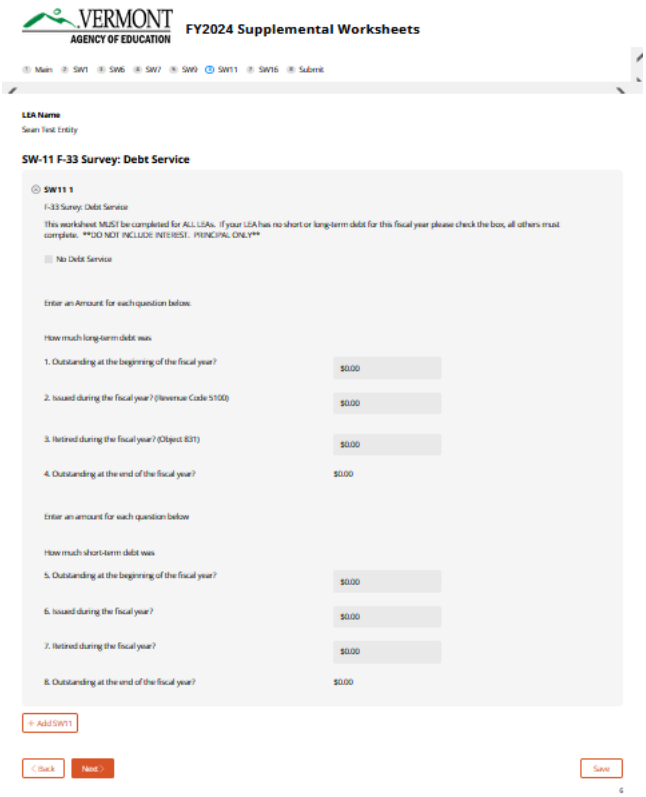
- Example: A school operates a self-contained special education or alternative program, the portion of the day that special education students are in the program should be excluded. If the "alternative" program has eight special education students for the full school day and four for half of the school day, then the FTE is 10, {8 + (0.5 x 4)}. **Do Not Exclude** mainstreamed special education students.

Column 2: Adult (Program 60) - report the full-time equivalent counts of students who were included in the Spring Census of any district school but whose educational costs are shown under Program 60.

SW-11: F33 Debt Service Worksheet

All LEAs must complete this worksheet. LEAs with no debt service throughout the year, which in addition to no activity also means a long-term debt beginning balance of $0, should check the box "no debt service". Every LEA must either check the box indicating that there was no debt service or fill in the worksheet with the appropriate details.

SW-11 Form



If your LEA does have debt service, please complete the worksheet by identifying the following (do not include interest, report principal balances only):

1. Any long-term debt issued during the fiscal year meeting the definition above– to

include anything reported under revenue code 5100: Bond Principal.

2. Long-term debt, meeting the definition above, that was paid/retired during the fiscal year– associated with object code 831: Redemption of Principal.
3. Long-term debt outstanding at the end of the fiscal year (June 30). This box will auto- calculate.
4. Short-term debt outstanding at the beginning of the fiscal year (July 1). This should include interest-bearing tax anticipation or bond anticipation notes balances and other short-term debt with a term of one year or less.
5. Any short-term debt issued during the fiscal year meeting the definition above.
6. Short-term debt, meeting the definition above, that was paid/retired during the fiscal year.
7. Short-term debt outstanding at the end of the fiscal year (June 30).

SW-16: Budget Surplus Amounts

Per the statute below please complete this worksheet adding your Budget Surplus and Fund balances
16 V.S.A. § 212

(9) Establish requirements for information to be submitted by school districts, including necessary statistical data and other information and ensure, to the extent possible, that data are reported in a uniform way. Data collected under this subdivision shall include budget surplus amounts, reserve fund amounts, and information concerning the purpose and use of any reserve funds.

SW-16 is a multi-record worksheet, made up of five fields.

1. Fund Balance Type: Choose either Budget Surplus, or Reserve Account

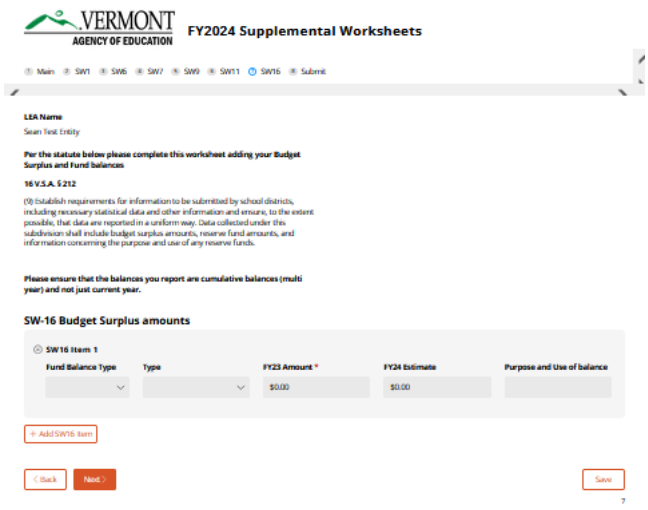
2. Type: This is the balance type, Assigned, Committed, Non-Spendable, Restricted and Unassigned.

3. FY23 Amount: Please enter the FY23 Audited balance

4. FY24 Estimate: Enter the FY24 estimated balance.

5. Purpose and Use of Balance: Please select one of the options from the list. If you select Other, please enter a description of its purpose and use.

SW-16 Form



Submission Form

After your data has been entered into the Supplemental Worksheets, you will use the last page of the form to submit your information to the AOE. SU's that are not on eFinancePLUS will be required to upload their crosswalk file to the Supplemental Worksheet submission.

Instructions for submitting the data can be found in the Statbook Crosswalk template file on the Instructions tab. Please save your crosswalk file so that the filename begins with your SUID & LEAID information and has a file version number (Exp **SU001 T001 FY23 Statbook.csv)** then **Upload it on the last page of the supplemental worksheets prior to submitting the worksheets to AOE.**

