

Meeting Minutes
FINANCIAL POLICIES AND PROCEDURES ADVISORY COMMITTEE MEETING
June 20, 2024 at 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/88014533345>

Member Facilitator: Ashley Zhang, Mesa 51

1. Call to Order
Ashley Zhang called the meeting to order at 9:30am.
2. Approval of Agenda
Agenda was approved by 1st by Mimi Livermore and seconded by Ashley Zhang - no changes made to the agenda (a few updates to the slides will be made)
3. Approval of Minutes
Minutes were approved by Gina Lanier and seconded by Linda Warhoe - no changes made.
4. Legislative Session
Jennifer Okes provided an update on several bills from the legislative session. See slides for details.
 - HB24-1389 - School Funding for New Arrival Students 85 districts qualified; 8085 newcomer students
 - SB24-017 - Distribution of State Share of District Total Program - changes how State Share is distributed from 1/12 each month to 1/9 (payments made every month except March, May & June when property tax payments are received). This is an OPT-OUT change - *must opt-out by Mon., July 8, 2024 to remain on 1/12th schedule.*
 - SB24-188 - FY2024-25 School Finance Bill Total Program funding = \$9.7b incl 5.2% inflationary increase; eliminates BS factor; Adds new factor for rural funding and small rural funding; new At-Risk measure delayed until FY25-26 (see slides 10-12 for more info).
 - HB24-1448 - New School Finance Formula - (see slides 13-18 for detail) Starts in FY25-26; phased in over 6 years. Changes averaging provision to 4 years. Minimum funded pupil counts changed to 60.
 - HB24-1302 - Tax Rate Information to Real Property Owners - see slides 19-20
 - HB24-1390 - School Food Programs (Healthy School Meals for All) - makes changes to HSMA program - requires CDE to establish options for SFAs to maximize federal funding (participate in CEP when appropriate, maximize FRL applications). (see slides 21-24). New grant programs are delayed until SY25-26.
 - HB24-1393 - Accelerating Concurrent Enrollment Program Modifications
FY24-25, the per pupil rate will be the FY23-24 rate and FY25-26 counts capped at FY24-25 counts (see slides 25-26 for more)

5. Free and Reduced Lunch Eligibility (slides 27-32) Districts will continue to distribute and collect FRL applications & report FRL counts to CDE and report how eligibility was determined. Carry Over variance waivers are no longer required based upon new School Finance Rules. Therefore, if you have valid documentation evidencing FRL eligibility in SY23-24 and you do not have current year (SY24-25) documentation, you may report the student in 2024 Student October based upon the SY23-24 eligibility.

6. Universal Preschool (UPK) - Jennifer Okes provided an update (see slides 33-35) on CPP Historical Allocation Payments and MOE Hold Harmless Payments. CDEC will provide CPP Hold Harmless payments to districts and to private providers. CDE will provide MOE Hold Harmless payments to districts. CDEC is working on calculations. As soon as CDE obtains data from CDEC and can consolidate the information, CDE will distribute information on the MOE hold harmless payments. Based upon information from CDEC, the plan is to make calculations available by June 30th and payments made by mid-July. The CPP & MOE are for FY23-24 only - one time payments.
Question: do we know what our UPK reporting requirements will look like yet? Outside of the coding we've brought to FPP, CDE does not have information regarding reporting requirements for CDEC. Nothing will be due June 30th, 2024.
Jennifer: CDE and CDEC are working on a plan to take the December count info and compare it to CDEC #s of students with IEPS to reconcile.

7. Office of the State Auditor (slides 36-41) - Crystal Dorsey provided an update
 - Single Audit Threshold Change- raised to \$1m (from \$750k) effective date is for audits beginning on or after Oct 1, 2024 (for FY2025). Question: Will ESSER funds be considered high risk for SA purposes? Check with your auditors. The compliance supplement has been released.
 - School Districts Fiscal Health Report (covers FY21, FY22 and FY23). Will go to the leg committee on Oct 14, 2024

8. FY 2023-24 Mill Levy Matching Payment Glenn Gustafson provided an update (slides 42-44)
 - Estimated Payment date
 - Grant code to use for revenue - asked about grant code with source 3401
 - Non-Recurring in nature
 - Committee to re-evaluate formula for next year

9. Financial Reporting - Kelly Wiedemer provided an update on the COA subcommittee (see slides 46-54).
 - COA/FT Subcommittee
 - VOTE: Add Program Code 0650 (ELL) - **APPROVED**
 - VOTE: Consolidate Instructional Program Codes - **APPROVED**
 - VOTE: Create an Appendix with existing Program Codes - **APPROVED**
 - VOTE: Add Program code 2236 (Supervision of ELL Services) - **APPROVED**
 - These changes will be effective for use in FY24-25, with optional use in FY23-24
 - Financial Transparency Website

 - Collection Updates - Yolanda Lucero provided an update (see slides 57-61)
First, for FY 2022-23 the 2nd transportation payments were sent out last week, a couple of Districts confirmed receipt on June 13th. These payments have also been posted on the Transportation funding webpage.

The FY 2023-24 submission will open on July 1st and is due on September 15th. No extensions are allowed per statute for the collection, since September 15th it is strongly encouraged that the submission is completed prior to the 13th. If the individual submitting is new, the Local Access Manager will need to set them up with access to be able to submit. We will be communicating with Districts during the review process through the end of October. The payments will be distributed by November 15th.

The Transportation CDE-40 training is scheduled for August 15th at 10:00 am, this information is available on the School Auditing Training and Office Hours webpage. Also, on the Transportation Funding webpage, you will find the Audit resource guide, the training video series and various other resources for the collection. In the training video series there are seven videos each under 14 minutes. Feel free to reach out if a one-on-one session is needed, we would be happy to schedule a time to meet with you.

As you are working on your submission this year here are some Collection Recommendations. Take into consideration items noted in the prior year review and any adjustments made. Start compiling any calendars for split calendar and district. Obtain ending year odometer readings for all vehicles in 2700. Ensure that the tracking of yearly mileage can be clearly split into the following categories (Route, Activity and Admin) Route: Student transportation to school from home, from home to school or school to school. (Activity: Student transportation for any purpose that is not route. Admin: No student is transported. This category is typically for maintenance, training, refueling, etc.) Ensure that the accounting system is categorizing and describing accounts as

accurately as possible . examples: Driver - Route Salary, Driver - Route Substitute Salary, Paraprofessional - Route Salary, Non-student vehicle repairs, Non-student vehicle fuel, Tolls, Meals, Awards)

For the Finance December submission, the soft open will be available as of August 1st. This allows Districts to submit to get through the account code validation edits. At this time we are waiting for a few districts to complete their FY2022-23 submission. Therefore FY2023-24 can not be officially open until all FY2022-23 are complete, some of the edits rely on the prior year data. Such as the FD094 Grant edit and the Grant Revenue Reconciliation reports. We are also waiting on the Commodity amounts from the Colorado Department of Human Services, this will be sent to us mid-july. We will send out communication when the soft open is available and when the collection is officially opened. Finance December is due on December 31st, if an extension is requested and approved through OSA this allows an additional 60 days. CDE will honor the extensions that are approved by OSA. We plan to post the Financial Data Warehouse reports by July 15th, in addition to the other resources for the collection. We also are planning on having office hours for an overview of the Data Submission, Data Pipeline Reports and the Data Pipeline resources. If the individual submitting is new, the Local Access Manager will need to set-them up with access to be able to submit.

- FPP Handbook and Chart of Accounts - VOTE - **APPROVED**
It was requested that a Draft version of the FPP Handbook and Chart of Accounts be available for districts in July. To allow them to implement the updates at the start of the fiscal year, rather than waiting until the first FPP meeting in September.

For the FPP Handbook, this would include an update the list of Auditors, an update weblinks to ensure current information and Critical Dates for the fiscal year. The FPP Hand book will then be finalized at the September FPP meeting to include updated FPP Members. The Draft will be posted the 1st week of July (with approval)

For the chart of accounts this will include approved updates that occurred during FY 2023-24 though FPP meetings, the Special meetings, and update requests from todays meetings. They include (see slides 62-65). The Draft will be posted the 1st week of July (with approval)

10. Changes to Rules for Admin of School Finance Act ([1 CCR 301-39](#)) - Rebecca McCree provided an update (see slides 66-74)

- Updated Student October Count Audit Resource Guide
- New Audit Approach

11. Future Trainings (Glenn Gustafson provided an update (slides 75-76)

12. Call for Membership

Earlier this week CDE sent the email for Call for new Membership for FPP, new members are needed to serve for Five district representatives and One BOCES representatives. The District representatives with terms ending this August will meet in July to review and appoint the newly elected members. The newly elected members will be announced at the September meeting.

13. Partner Organizations

No Updates from the Partner Organization.

- CASBO
- CASE-DBO
- CGFOA
- COCPA
- CSFP

14. Upcoming Meetings

- September 26th 2024
- November 14th 2024
- February 13th 2025
- April 17th 2025
- June 19th 2025 - will be adjusted as this is a holiday

15. Adjourn