

**TO:** Public School Corporations and Charter Schools

**FROM:** Amy Pattison, Assistant Director  
Office of School Finance

**DATE:** August 7, 2020

**SUBJECT:** Form 9 Financial Report for July to December 2020

The Form 9 Financial Report is the basis for information requested by local, state, and federal educators and others for use in planning the management of school finances. The information furnished must be accurate, complete, and reflect the detailed sources of revenue and type of expenditures in exact dollars and cents.

The Form 9 Financial Report data must be submitted electronically through the DOE Online upload program at <https://doeonline.doe.in.gov/login.aspx>. The data may be in CSV or TXT format. Contact information, a certification page, a data file, and a transfer report are required to be entered or uploaded through DOE Online. The transfer report is optional for charter schools.

#### **Accounting Changes for July to December**

- No changes

#### **Submission Process Changes Required**

- Step eight has been added to the Form 9 submission process for all Form 9 submissions. Fund balances will populate for this report, providing school corporations the ability to specifically identify balances in funds that are being used for accumulation of money for future capital needs (IC 5-14-3.7-3).

#### **NOTES:**

- School officials are reminded to use the proper accounts for purposes of classifying revenues and expenditures. Information supplied through the Form 9 Financial Report is used for other reports such as the Dollars to the Classroom, National Public Education Finance Survey (NPEFS), Indirect Cost Rates, Maintenance of Effort, and data requests.
- If you receive a federal grant, please be certain to receipt the grant to funds 4000 and higher. This will allow school corporations to meet federal reporting requirements to distinguish between the source of expenditures: Federal vs. State/Local.

Additional information about Form 9 data submissions can be found in the Public School Finance Community in Moodle, under the Form 9 folder.

Please email questions regarding this memorandum to [Form9@doe.in.gov](mailto:Form9@doe.in.gov).

**Please be reminded that the Form 9 Financial Report will be due on or before January 31, 2021.**