

To: Business Managers, Business Officers and Treasurers

From: IDOE Office of School Finance

Date: January 26, 2018

Re: Guidance for Local Education Agency (LEA) school building level data reporting under the federal Every Student Succeeds Act “ESSA” and Indiana Code 20-42.5-3-7

The following guidance is meant to provide Indiana Local Education Agencies “LEAs” with an overview of state and federal reporting requirements for school building level data. The guidance is a fluid document that may be periodically updated as variables change and assists LEAs with understanding how per pupil expenditures will be reported by the Indiana Department of Education. It is each LEAs responsibility to timely and accurately report state, federal and local expenditures as part of the Form 9 financial process to ensure the appropriate reporting of funds at the school building level.

In 2015, the Every Student Succeeds Act (ESSA) was signed into law, and with it came a requirement that all states report per-pupil expenditures down to the school level on district and school report cards. In Indiana, spending has been typically tracked and reported statewide at the *corporation*-level. The new federal financial transparency clause calls on states to publicly report spending *by school*, which results in Form 9 Financial Data reporting changes for Indiana Local Education Agencies (LEAs). The federal, and now state requirement, will allow all of us an opportunity to view never-before-available school-level financials easily accessible to communities and school systems.

ESSA

The Indiana Department of Education (Department) undertook a Form 9 Financial data project in response to ESSA requirements. The project includes collection of school building level data for LEAs reporting Form 9 financial data.

As part of the project, the Department worked with, and continues to work with, a team of school business officials to assist with the endeavor, which includes assisting the State Board of Accounts with updates to the Chart of Accounts, piloting program changes, implementing Form 9 program changes, and phasing in the updated program requirements during the next year. **Full implementation and participation by all LEAs is expected to occur on or before July 1, 2018 for FY2019 Form 9 reporting purposes.** The July to December 2018 Form 9 expenditures submitted as part of the Form 9 data file by LEAs in January 2019 must reflect expenditures by building.

The Department plans to continue its work with the IN Association of School Business Officials, State Board of Accounts and the Department of Local Government Finance as part of this project and to ensure the reporting requirements comply with recently passed HEA 1009-2017 and other agency and state transparency needs.

All LEAs must continue to file Form 9 data for other state and federal reporting purposes. Although the data for Cooperatives, Service Centers and certain LEAs will not be included in as part of this ESSA requirement, the Department must still collect data for federal reporting as well as other needs. We also encourage LEAs to begin coding at the school building level as soon as possible. Given the calendar year budget process, it might be beneficial to align expenditures by school building at the beginning of a calendar year rather than in the middle of the year. Expenditures must be recorded at the building level beginning with fiscal year 2019 rather than calendar year 2019.

Federal Requirements

ESSA requires that SEAs report: “The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency **and each school** in the State for the preceding fiscal year.”

The Department of Education has developed, and continues to work on, statewide procedures to calculate and report per-pupil expenditures of Federal, State and local funds. Based on the prescribed State Board of Accounts Chart of Accounts, LEAs must use the chart to accurately report expenditures for Federal, State and local funds that will be used as part of the State and LEA report cards to comply with both Federal and State requirements.

- The State Education Agency (SEA) and LEAs must report expenditures per pupil by
 - (1) Federal funds, and
 - (2) By State and Local funds.
 - For this reason, it is important to receipt all federal money into funds 4000 and higher. This includes federal funding distributed by the state.
- The report must also include the amount of expenditures per pupil that are not included in the school-level-per-pupil expenditures data. This would include nonoperational expenditures like capital projects, facilities acquisition and debt service.
- Federal funds intended to replace local property tax revenues should be reported with State and local funds, not with Federal funds. For Indiana, an example is the federal Impact Aid program that provides funds to certain participating school corporations, is deposited into receipt accounts 4231 and 4800.

Updated Federal Timeline for Implementation as described in July 28, 2017 US DOE letter

- Allows in accordance with section 4(b) of the ESSA an SEA and its LEA to delay until the 2018-2019 school year reporting information on per-pupil expenditures of Federal, State, and local funds on annual report cards as required under section 1111(h)(1)(C)(x) and (h)(2)(C) of the law.
- Because Indiana elects to delay reporting per-pupil expenditures, both the SEA and its LEAs must provide on report cards for the 2017-2018 school year a brief description of the steps the SEA and LEAs are taking to ensure that information will be included as part of the 2018-2019 report card.

This delay enables the Department to continue to evaluate and update systems to provide LEAs with more accurate and reliable reporting guidance.

State Requirements

HEA1009-2017 IC 20-42.5-3-7, effective July 1, 2018, requires:

“Sec. 7. (a) The chart of accounts used by school corporations must:

(1) Coincide with the categories of expenditures described in section 4 of this chapter; and
(2) Provide the ability to determine expenditures made at and for each individual school building of a school corporation. Each school corporation shall on January 1, 2019, begin using the chart of accounts developed under this section.

(b) The state board of accounts may, in consultation with the department and the office of management and budget, modify the chart of accounts as necessary to make the chart of accounts coincide with the categories of expenditures described in section 4 of this chapter.”

This level of financial reporting is unprecedented for our state, but it also provides a tremendous opportunity to build an information system that can be used to drive improvements for our schools. School-level financial data will enable education leaders and stakeholders at all levels to better understand spending patterns across the state and individual districts, and use that knowledge for the benefit of our students.

Benefits of providing per pupil expenditure data

- Allows expenditure comparisons within a school district and across each school;
- Assists with determining whether programs and services are meeting LEA needs;
- Provides the school governing body a comparison across other school districts within the state and across states;
- Assists the governing body with allocating funds to each school building;
- Provides legislators with meaningful data to determine allocation of funds;
- Assists the school governing body in evaluating whether or not LEA goals are realistic;
- Assists with analyzing how funds are allocated within the district;
- Helps districts develop long term goals.

Reporting Requirement Example:

The formula for the calculation of per-pupil expenditures is:

Expenditures per pupil = (expenditures per IC 20-42.5) / pupil enrollment

The numerator reflects expenditures, which includes actual personnel costs and actual non-personnel expenditures of Federal, State and local funds used to provide public education services. The denominator is the aggregate total of pupils for whom public education is provided on or around October 1. For report purposes, the Department will use the October 1 pupil enrollment count gathered as part of the Real Time data as the denominator. Each pupil counts as one for purposes of the calculation.

For FY2019, the Department will generate the Expenditures by Building Report using the Form 9 data filed by each LEA. The first data set released by the Department will reflect July 1, 2018, through June 30, 2019, expenditures. With the exception of exclusions from the report, the Department’s report will account for all expenditures made by each LEA for the fiscal year.

The Department plans to use the K-12 Chart of Accounts with Expenditure Categories at the end of the document as the basis for assigning “Operational” costs such as central office, transportation, etc. as defined by the report mappings already set by the State Board of Education (see blue items in attached document). The Nonoperational and Excluded categories would be excluded from the table but are part of the total Excluded Expenditures at the bottom of the report. The K-12 Chart of Accounts provides mapping for the ESSA Report and identifies how expenditure accounts are classified on the ESSA report. It is up to each LEA to determine whether or not to specifically code expenditures to a school building using the four-digit school building number or to the corporation-level using either “0000” or the four-digit school corporation number. If the LEA chooses to apportion an expenditure to a specific building, anything left or coded to the central office will be allocated by the Department across all school buildings based on enrollment at each building. It is important that LEAs code teacher salaries and benefits at the school building level. The state is not going to prescribe in detail how expenditures are coded because there is no one size fits all method for each LEA. Programs such as professional development may be for teachers in one district and for central office personnel in another district so the allocation of costs would be handled differently in each district.

The Department will generate the report for each school building, at the district level and at a statewide level using the Form 9 financial data provided by all LEAs for FY2019, or school year 2018-2019. Additionally, report information will be made available on the Department’s public website. LEAs will have the ability to view the report for a building(s) or at the district level. With the exception of adding the building level reference, LEAs will continue to code and report all Form 9 data every six months in January and July for the prior six-month period.

Indiana Department of Education Project Goals

1. To meet the requirements of the Every Student Succeeds Act and the provisions of Indiana Code 20-42.5-3-7.
2. To promote transparency in its work including the submission, review and posting of financial data from Local Education Agencies.
3. To provide LEAs with meaningful data to evaluate instructional and non-instructional expenditures within and outside of its school corporation.
4. To provide members of the IN General Assembly with comparable data across all school corporations to make informed decisions regarding the allocation of state tuition support and other state funding throughout Indiana.
5. To provide Indiana taxpayers and other interested parties with the ability to better understand the allocation of expenditures across each school district and within each school building.

Project Participants

- Vendors
 - Discussing where the Department is with the project and seeking their feedback. Vendors are encouraged to join the Finance Community of the Learning Connection to monitor ESSA updates.

- State Board of Accounts
 - Consulting for planning and feedback, and requesting changes to the Chart of Accounts that are necessary to accommodate school building level reporting.
- Department of Local Government Finance
 - Exchanging ideas for the project in coordination with HEA1009-2017 requirements
- IASBO
 - Participating in Regional Meetings to share project requirements and updates
 - Participating in the HEA1009-2017 committee to monitor any impact that it has on ESSA requirements
 - Continuing to seek periodic guidance from the IASBO committee providing assistance to the Department on the project
- LEAs
 - Enlisting assistance and advice from LEAs for submission of school building level data in January 2018
- Federal Department of Education
 - Participating in discussions with Financial Transparency Working Group (FTWG)
 - Participating in discussions with the Institute for Education Sciences National Center for Education Statistics (NCES)

Definitions

Instructional expenditures: This represents those direct expenditures related to instruction, providing instruction, instructional materials, and instructional supervision. Activities dealing directly with the teaching of pupils, including teachers (salaries and related fringe benefits), teacher aides, educational media services, textbooks, and instructional technology. Also includes other expenditures for those services that support student academic achievement within the school building. Pupil support services included in these expenditures are attendance, social work, guidance, health, psychology, speech pathology, audiology, and school administration.

Operational expenditures: This represents expenditures for non-instructional operating costs. Areas included are corporation administration, fiscal services (budgeting, payroll, and accounting), operation and maintenance of facilities, security, pupil transportation, purchasing, and administrative technology.

Non-Operational expenditures: This represents expenditures that are not related to the day-to-day operation of public elementary and secondary education. Expenditures falling in this category are facilities acquisition and construction, purchase of non-instructional equipment, community services, and debt service obligations. **Note: Non-Operational expenditures are shown in the “Excluded” section of the ESSA report.**

Program

- Does not have a state-assigned ID number, OR has a state-assigned ID number ONLY for the purposes of onsite state testing.
- Acts as an arm of a school (defined above); is not independent.
- Is not accountable for students; accountability for students goes back to the students' sending elementary, middle, or high school.

- May test onsite as permitted, but accountability test scores return to the sending school.
- If offering a secondary program, does not issue a high school diploma (the diploma is issued by the sending high school).
- Is not accredited.
- Does not apply directly for state or federal funds; is not eligible to independently qualify for federal funds.

School

- Has a state-assigned ID number.
- Meets the definitions of a school in IC 20-18-2-4 and IC 20-18-2-7.
- Has a grade span that includes any combination of grades KG-12.
- Is accountable for students for state and federal purposes.
- Reports all required data through the STN application center and DOE online.
- If offering a secondary program, is a location where a student may receive a high school diploma.
- Is responsible for testing in accordance with state and federal laws and rules.
- If a public school, must fall under a Local Educational Agency/corporation or be a charter or lab school (which are their own LEAs).
- Reports students for Average Daily Membership and directly receives ADM funds & must receive federal funds as eligible (e.g., Title I, IDEA, etc.).

School Corporation

- Has a state-assigned ID number.
- Meets the definition of a school corporation in IC 20-18-2-16.
- Has taxing authority and settlement boundaries.
- Is accountable for students for state and federal purposes.
- Oversees at least one or more schools.
- Reports, or ensures reporting of, all required data through the STN application center and DOE online.
- Directly applies for and receives state and federal funding.

Form 9 Reporting of Financial Data by the Department

Although the format may be different, the Department's report may resemble the following display of data:

Corp. No.	Corp. Name	School (A)	School (B)	Corporation Total
Per Student Expenditures for Corporation 1234				
		School A	School B	Corporation Total
Federal	Instructional	\$878.80	\$1,128.66	\$1,040.85
	Other Instructional	\$0.00	\$219.76	\$142.53
	Instructional Shared Expenditures	\$1.92	\$1.92	\$1.92
	Operational	\$0.00	\$0.00	\$0.00
	Operational Shared Expenditures	\$0.71	\$0.71	\$0.71
	Total Federal	\$881.43	\$1,351.05	\$1,186.00
State/Local	Instructional	\$5,799.13	\$6,088.83	\$5,987.01
	Other Instructional	\$0.00	\$1,235.47	\$801.25
	Instructional Shared Expenditures	\$58.10	\$58.10	\$58.10
	Operational	\$1,607.58	\$1,108.76	\$1,284.07
	Operational Shared Expenditures	\$552.68	\$552.68	\$552.68
	Total State/Local	\$8,017.49	\$9,043.84	\$8,683.13
Total	Instructional	\$6,677.93	\$7,217.49	\$7,027.86
	Other Instructional	\$0.00	\$1,455.23	\$943.78
	Instructional Shared Expenditures	\$60.02	\$60.02	\$60.02
	Operational	\$1,607.58	\$1,108.76	\$1,284.07
	Operational Shared Expenditures	\$553.40	\$553.40	\$553.40
Total Per Student Expenditures		\$8,898.92	\$10,394.90	\$9,869.13

Note: Instructional expenditures include "Instructional" plus "Other Instructional" plus "Instructional Shared Expenditures"
Shared expenditures have been distributed according to the default methodology of equal amounts per student.

Corp. No.	Corp. Name	School (A) Total	School (B) Total	Corporation Total
Federal	Instructional	\$965,800.96	\$2,288,921.90	\$3,254,722.86
	Other Instructional	\$0.00	\$445,676.33	\$445,676.33
	Instructional Shared Expenditures	\$2,110.08	\$3,893.76	\$6,003.84
	Operational	\$0.00	\$0.00	\$0.00
	Operational Shared Expenditures	\$782.68	\$1,444.28	\$2,226.96
	Total Federal	\$968,693.72	\$2,739,936.27	\$3,708,629.99
State/Local	Instructional	\$6,373,239.23	\$12,348,151.00	\$18,721,390.23
	Other Instructional	\$0.00	\$2,505,523.11	\$2,505,523.11
	Instructional Shared Expenditures	\$63,853.77	\$117,830.26	\$181,684.03
	Operational	\$1,766,731.20	\$2,248,566.99	\$4,015,298.19
	Operational Shared Expenditures	\$607,400.15	\$1,120,843.94	\$1,728,244.09
	Total State/Local	\$8,811,224.35	\$18,340,915.30	\$27,152,139.65
Total	Instructional	\$7,339,040.19	\$14,637,072.90	\$21,976,113.09
	Other Instructional	\$0.00	\$2,951,199.44	\$2,951,199.44
	Instructional Shared Expenditures	\$65,963.85	\$121,724.02	\$187,687.87
	Operational	\$1,766,731.20	\$2,248,566.99	\$4,015,298.19
	Operational Shared Expenditures	\$608,182.82	\$1,122,288.23	\$1,730,471.05
Total Expenditures		\$9,779,918.07	\$21,080,851.57	\$30,860,769.64
Enrollment		1,099	2,028	3,127
Corp No.	Corp. Name	School (A) Total	School (B) Total	Corporation Total Expenditures
Excluded Expenditures	Food Service	\$708,283.52	\$1,307,005.44	\$2,015,288.96
	Other Excluded Expenditures	\$3,135,691.69	\$5,697,280.68	\$8,832,972.37
	Total Excluded Expenditures	\$3,843,975.21	\$7,004,286.12	\$10,848,261.33
Corporation-wide Grand Total All Expenditures		\$13,623,893.28	\$28,085,137.69	\$41,709,030.97

* Other Excluded expenditures include Non-Operational Costs and Expenditures on Behalf of Non-Public School Students

The chart would meet the minimum federal requirements by showing instructional, operational, and excluded expenditures broken out by federal and state/local. The Department has added additional categories based on feedback from school corporations in order to provide additional clarification and transparency. The classifications shown in the report are described below.

- 1) **"Instructional"** means typical classroom curriculum delivery. Most instructional expenditures are coded this way.
- 2) **"Other Instructional"** may include instructional programs that typically result in a high per-pupil expenditure that the school corporation would like to show separately, like Special Education, Career and Technical Education, or other specialized programs. Reflecting data in this format provides LEAs with the opportunity to better explain costs

across the school district and to identify why some school buildings have a higher or lower expenditure per pupil amount. LEAs determine whether or not to make use of this line of the report.

- 3) **“Instructional Shared Expenses”** are those expenses that, while instructional, are difficult to tie to a specific school ID. LEAs are encouraged to specifically identify and code expenditures to the appropriate building, but occasionally the magnitude and type of some expenditures might be difficult to pin to the enrollment of a particular school. On behalf of the school corporation, the Department allocates these expenditures across the school corporation based on enrollment.
- 4) **“Operational”** is used to classify Transportation, Maintenance, Fiscal Services, and Central Office expenditures.
- 5) **“Operational Shared Expenses”** are those operational expenses that are difficult to tie to a specific school id. LEAs are encouraged to specifically identify and code expenditures to the appropriate building, but occasionally the magnitude and type of some expenditures might be difficult to pin to the enrollment of a particular school. On behalf of the school corporation, the Department allocates these expenditures across the school corporation based on enrollment.
- 6) **“Food Service”** expenditures can be difficult to attribute to federal vs. state and local, so these expenditures are shown as a separate line item under exclusions. Most are tied to providing food services to staff and pupils within the school building or school district. Activities include preparation, distribution, delivery, and purchasing of food.
- 7) **“Excluded”** shows all other expenditures which are not listed in the above categories. Nonoperational expenditures like capital projects are shown in this line. Expenditures on behalf of private schools are also shown in this category.
- 8) Fund to fund transfers, securities purchased, temporary loan payments, and expenditures that otherwise would be double-counted are not part of the report.

Form 9 Reporting of Financial Data using the Chart of Accounts

The Department plans to use the K-12 Chart of Accounts with Expenditure Categories at the end of the document as the basis for assigning “Operational” costs such as Central Office, Transportation, etc. as defined by the report mappings already set by the State Board of Education (see blue items in Appendix A). The Non-operational and Excluded categories would be excluded from the table but are part of the total Excluded Expenditures at the bottom of the report. The K-12 Chart of Accounts shown in Appendix A provides mapping for the ESSA Report and identifies how expenditure accounts are classified on the ESSA report. The Chart of Accounts specifies and defines object codes and expenditures and is the basis for allocation of expenditures by school building. Using the Dollar to Classroom breakdown by Student Instructional Support, Student Academic Achievement, Overhead and Operational, and Non-Operational allows for consistency in display of data across LEAs while relying on accurate coding of expenditures at the LEA level.

The ESSA report is divided into 3 main categories: Instruction, Operational, and Excluded. All three categories are included in the report. Food Service is also included as its own line. Appendix A contains a column entitled “ESSA Report” that shows to which of the main categories each expenditure account is mapped for the ESSA report. There is also a column in the appendix to indicate correct usage of School ID and Sub Category for every account. Below, the format of Appendix A is shown:



Account	Expenditure Description	Dollars	Category	ESSA Report	School ID	SubCategory
10000	INSTRUCTION (H)					
11000	11000 Regular Programs (H)					
11025	11025 Non Spec Ed Preschool		1-AcAch	Instructional	Preferred but Optional	Optional
11050	11050 Full Day Kindergarten		1-AcAch	Instructional	Preferred but Optional	Optional
11100	11100 Elementary		1-AcAch	Instructional	Preferred but Optional	Optional
11200	11200 Middle/Junior High		1-AcAch	Instructional	Preferred but Optional	Optional
11300	11300 High School		1-AcAch	Instructional	Preferred but Optional	Optional
11350	11350 Academic Honors Diploma		1-AcAch	Instructional	Preferred but Optional	Optional
11355	11355 Academic Honors High Ability Student Programs		1-AcAch	Instructional	Preferred but Optional	Optional
11400	11400 Vocational Education (H)					
11410	11410 Agriculture A		1-AcAch	Instructional	Preferred but Optional	Optional

Form 9 Data Submission of Financial Data

To accommodate reporting of expenditures at the school building level, the Department has added a seventh field and eighth field as part of the Form 9 Financial Reporting data submission requirements. The seventh field requires a four-digit School ID to identify the school building associated with expenditures. This field was in place for expenditures recorded beginning July 1, 2017. This is the same school building ID used by the Department for accountability purposes. Additionally, the Department will add a two-digit extension under Field 8 that allows an LEA to classify expenditures as Instructional or Other Instructional. The Other Instructional category may only be used with instructional expenditures associated with a specific School ID. This field is optional for schools, with the default being 00. The purpose of the other instructional category is to allow LEAs to delineate programs or expenditures that increase the per pupil expenditures at a building. Doing so assists LEAs in properly classifying expenditures tied to programs that are specific in nature and affect the overall per-pupil expenditures at some school buildings. The following table shows the new layout.

Corp #	Second Field	Third Field	Fourth Field	Fifth Field	Sixth Field	Seventh Field	Eighth Field
Length=4	Length=1	Length=4	Length=5	Length=3	Length=14	Length=4	Length=2
Corp #	Section	Fund	Account	Object	Amount	Optional School ID	Optional Subcategory
1	Receipts	0100-7999	1110-9000 except section 3 accounts	None	+		00
2	Expenditures	0100-7999	11025-90700 except section 4 accounts	110-941 except 902-906	+		00 or 01
3	Receipt Exceptions	0100-7999	6200, 6210, 6214, 6430, 6450, 6510, 1971, 3101, 3102	None	+		00
4	Expenditure Exceptions	0100-7999	60100, 61200, 60114, 60200, 60300, 60400, 60500, 60800, 25191, 25192	110-941 except 902-906	+		00
6	Ending Fund Balance	0100-7999	None	None	+		00
M	Minus Adjustment to Beginning Fund Balance	0100-7999	None	None	+		00
P	Plus Adjustment to Beginning Fund Balance	0100-7999	None	None	+		00
7	Beginning Investment Balance	0100-7999	None	None	+		00
I	Investment Beginning Balance + or - Adjustment	0100-7999	None	None	+ or -		00
8	Encumbrances	0100-0610	11025-60800	110-941 except 902-906	+		00
9	Obligations	None	96001-96013	902, 904, 905, 906	+		00
S	Obligation + or - Adjustment to Beginning Principal	None	96001-96013	None	+ or -		00

Section 9 and Section S Accounts	Section 9 Objects	SubCategory Values
96001 Temporary Loans	902 Principal Created During 6 Month Period	00 Instruction or Default
96002 School Bonds	904 Principal Paid During 6 Month Period	01 Other Instruction
96003 Emergency Loans	905 Principal Outstanding - Balance at End of Period	
96004 School Bus Loans	906 Interest Debt Outstanding - Balance at End of Period	
96005 Holding Company - Public and Private		
96006 Veterans' Memorial Loans		
96007 Common School Fund Loans		
96008 Civil Aid Bonds		
96009 Bond Anticipation Notes		
96010 Bank Loans or DLGF Approved Debt		
96011 Retirement / Severance Bonds		

LEA GUIDANCE

A. Allocation of Instructional Expenditures

The Every Student Succeeds Act (ESSA) requires that all states report per-pupil expenditures down to the school level if possible and particular focus is given to instructional expenditures. While the Department is able to assist school corporations with the allocation of expenditures, school corporations need to allocate all teacher salaries, teacher benefits, and other instructional expenditures to a specific school ID whenever possible. The school ID assigned to the expenditure must be associated with the school corporation, with the exception of expenditures on behalf of nonpublic schools. Expenditures on behalf of nonpublic schools may be coded to school id “9999”. For teachers whose time is divided between multiple schools, the school corporations are encouraged to determine how to allocate the expenditures for the teacher between the schools. If the teacher is employed in the same capacity for the reporting period, one method might be to note the general percentage of time the teacher spends at each school as of a particular day, like October 1st, and distribute the expenditures using that percentage. If the expenditure code is mapped according to IC20-42.5 as instructional (see Appendix A), the expenditure will be placed into one of the following instructional categories based on how the school corporation codes the expenditure:

1. Allocation of Instructional Expenditures to “Instruction” Subcategory

Instructional expenditures coded with a school id in field 7 of the Form 9 format and with a subcategory of “00” in field 8 of the Form 9 format will appear in the row “Instructional” in the ESSA report. Expenditures coded this way are considered typical classroom curriculum delivery. This subcategory will include most if not all instructional expenditures. The eighth field of each row on the Form 9 data submission is coded to “00” to indicate the expenditure should be coded to “Instruction”. The “00” is also the default for any expenditure not classified as “00” or “01” by the LEA. The only expenditures that should reflect as “01” are those associated with a particular program that the school is trying to segregate from the “normal” instructional expenditures because it may be housed in a certain school building and inflate the costs at that school building. (See point 2 below.)

2. Allocation of Instructional Expenditures to “Other Instruction” Subcategory

Instructional expenditures coded with a school ID in field 7 of the Form 9 format and with a subcategory of “01” in field 8 of the Form 9 format will appear in the row “Other Instructional” in the ESSA report. “Other Instruction” may include instructional programs that typically result in a high per-pupil expenditure that the school corporation would like to show separately like special education, career and tech, or other specialized programs. If the school corporation would like to make use of this subcategory, the eighth field of each applicable row on the Form 9 data submission is coded to “01” to indicate the expenditure should be coded to “Other Instruction” instead of the default “Instruction”. The Other Instructional category may only be used with expenditures associated with a specific school ID.

3. Allocation of Instructional Expenditures to “Instructional Shared Expenses”

Instructional expenditures coded with a school id of “0000” in field 7 of the Form 9 format and the default subcategory of “00” in field 8 of the Form 9 format will appear in row “Instructional Shared Expenses” in the ESSA report. A subcategory of “01” may not be used unless the expenditure is coded to the school level. “Instructional Shared Expenses” may include expenditures which are particularly difficult to associate with a specific school ID, like the special education director. School corporations are encouraged however to associate all expenditures with a specific school ID wherever possible.

B. Allocation of Operational and Non-Operational Expenditures

The Department is using a combination of three methods of allocating operational expenditures at the school building. The first is allocation of central office / operational costs across all school buildings using pupil enrollment at each school building to determine a per pupil cost. The second method of allocation is where school officials code each expenditure to the appropriate school building at the local level. The third allocation method is a hybrid where school officials use a combination of the previous two methods to allocate expenditures to school buildings. Using the expenditure codes and objects outlined in the Chart of Accounts, LEAs will make choices about the assignment of expenditures to individual schools. This hybrid approach allows an LEA to make decisions that best represent the programmatic costs of administering the policies adopted by the school governing body.

School corporations have the option of assigning their operational expenditures to a specific school ID or may choose to have the Department of education allocate the operational expenditures to the schools.

1. Allocation of Operational Expenditures to “Operational Shared Expenses”

If the school corporation chooses to have the Department allocate expenditures across the district, the school corporation will code expenditures with a school id of “0000” in field 7 of the Form 9 format and the default subcategory of “00” in field 8 of the Form 9 format. These expenditures will appear in row “Operational Shared Expenses” in the ESSA report. The subcategory in field 8 for operational expenditures must be “00”. The Department will allocate the expenditures to the specific school buildings based on the enrollment of each school building. For this line of the report, the operational expenditures per pupil on the final report will be the same for all schools in the school corporation. When the data is loaded, the Form 9 program will allocate the operational expenditures associated with a “0000” on the expenditure line to each school based on the enrollment at each school building in the district.

The formula applied by the Department is:

Total operational expenditures reported under school id of “0000” divided by the total enrollment in all school buildings = per pupil expenditure

Per pupil expenditure multiplied by # students in each school building = expenditure allocation at a school building

2. Allocation of Operational Expenditures to “Operational”

Operational expenditures coded with a specific school id in field 7 of the Form 9 format and with the default subcategory of “00” in field 8 of the Form 9 format will appear in row “Operational” in the ESSA report. The subcategory in field 8 for all operational expenditures must be “00”. For LEAs that choose to specifically allocate Operational costs across or within buildings in the district, multiple methods may be used. Methods used by LEAs include basing expenditures on the square footage of the building(s), allocating expenditures based on the number of students benefiting from the expenditure(s), or by specific billing if known.

LEAs may allocate Operational/Central/Corporation-wide expenditures using the expenditure codes provided by the Department as approved by the State Board of Accounts. A brief overview is provided below demonstrating various methods of allocations of other central and other costs, which may be administrative wide in nature.

a. LEA allocation of Operational/Central/Corporation-wide expenditures based on the number of students benefitting from the expenditure at the affected school buildings. In this example, a LEA allocates based on the number of students benefitting from each building. The formula is:

Total expenditures divided by Total # pupils benefitting from the expenditure = per pupil expenditure

Per pupil expenditure multiplied by # students in each school building benefitting from the expenditure

b. LEA allocation of Operational/Central/Corporation-wide expenditures based on specific billing, if known, at the school level for those expenditures for which the school can be associated. The remainder of the operational expenditures may be allocated using methods referenced above. In this example, a LEA allocates based on the bills paid at the school level.

3. Allocation of Non-Operational Expenditures

LEAs are encouraged to assign nonoperational expenditures such as capital projects and loan payments to a school building whenever possible. These expenditures are part of the “Excluded” row of the ESSA report.

Regardless of the method used, for any expenditure the school corporation would like to allocate to a particular school building, the school corporation will specify the four digit school ID at the end of the expenditure line in the Form 9 data file. Any remaining expenditures will be allocated by the Department on a per pupil basis across all school buildings.

C. Substitutions

1. Instead of coding “0000” as the school ID for corporation-level expenditures, school corporations may use the corporation ID.
2. Instead of coding “00” as the subcategory, school corporations may leave the field blank.

D. LEA-Based Cooperative

1. LEA Based Cooperatives receipt funding from multiple other school corporations into fund 1300/1400 “Joint Service/Supply” with receipt account 1322/1323 “Payments by School Members”.
2. Participating school corporations send the funding using expenditure account 17300/17400 “Joint Service/Supply”, object 591 “Services Purchased From a School/Service Agency within the State”.
3. Object 564 is no longer used.
4. For federal reporting, DOE will exclude object 591 and include detailed LEA-based cooperative data.
5. For ESSA reporting, DOE will include object 591.

E. Service Center Cooperative

1. Service Center Cooperatives receipt funding from multiple other school corporations into general / education fund with receipt account 1322/1323 “Payments by School Members”.
2. Participating school corporations send the funding using expenditure account 17300/17400 “Joint Service/Supply”, object 591 “Services Purchased From a School/Service Agency within the State”.
3. Object 564 is no longer used.
4. For federal reporting, DOE will exclude object 591 and include detailed Service Center financial data.

F. Turnaround Schools

The following guidance should be used for coding expenditures for Turnaround Schools.

1. State grants including tuition support are receipted at the corporation level into section 1 receipt exception account 3101 “Innovation Network Charter Schools and Turnaround Schools”.
2. Corporation level expends funds to the Turnaround School using section 2 expenditure account 17200 “Tuition Transfer to Innovation Network Charter Schools and Turnaround Schools” and object 591 “Services purchased From a School/Service Agency within the State”.
3. Turnaround School receipts and expends the funding like normal.

G. Innovation Network Schools

The following guidance should be used for coding expenditures for Innovation Network Schools.

1. State grants including tuition support are receipted at the corporation level like normal.
2. Corporation level moves funds to the Innovation Network School level using section 4 expenditure account 17250 “Tuition Transfer to Innovation Network Schools” and object 910 “Transfers”.

3. Innovation Network School receipts the funding into section 3 receipt exception account 3102 “Innovation Network Schools”.
4. Innovation Network School expends the funding using regular expenditure accounts from the same fund used for the corporation level receipt.
5. Expenditures at the corporation level on behalf of an Innovation Network School include the School ID of the Innovation Network School.

H. Innovation Network Charter Schools outside the LEA

The following guidance should be used for coding expenditures for Innovation Network Charter Schools outside the LEA.

1. State grants including tuition support are receipted at the corporation level into section 1 receipt exception account 3101 “Innovation Network Charter Schools and Turnaround Schools”.
2. Corporation level expends funds to the Innovation Network Charter School using section 2 expenditure account 17200 “Tuition Transfer to Innovation Network Charter Schools and Turnaround Schools” and object 591 “Services purchased From a School/Service Agency within the State”.
3. Innovation Network Charter School receipts and expends the funding like normal.

I. Innovation Network Charter Schools inside the LEA

The following guidance should be used for coding expenditures for Innovation Network Charter Schools inside the LEA.

1. State grants including tuition support are receipted at the corporation level into section 1 receipt exception account 3101 “Innovation Network Charter Schools and Turnaround Schools”.
2. Corporation level expends funds to the Innovation Network Charter School using section 2 expenditure account 17200 “Tuition Transfer to Innovation Network Charter Schools and Turnaround Schools” and object 591 “Services purchased From a School/Service Agency within the State”.
3. Innovation Network Charter School receipts and expends the funding like normal.

J. LEA-Based Shared Services

1. LEA Based Shared Services receipt funding from multiple other school corporations into fund 1500 “Joint Service/Supply” with receipt account 1324 “Payments by School Members”.
2. Participating school corporations send the funding using expenditure account 17600 “Joint Service/Supply”, object 591 “Services purchased From a School/Service Agency within the State”.
3. Object 564 is no longer used.
4. For federal reporting, DOE will exclude object 591 and include detailed LEA based cooperative data.
5. For ESSA reporting, DOE will include object 591.

K. All Federal grants must be accounted for through a separate fund number.

1. No federal funds should be deposited into the School General Fund or other local or state funds (other than Impact Aid).
2. Federal funds must be separately tracked and monitored to ensure proper accounting.
3. Separately tracking federal grant funds allows for transparency in the revenues and costs associated with the program and will reduce and/or eliminate inaccuracies in reporting such data.

L. Teacher costs and school based staff must be assigned to the school building level.

1. Actual teacher salaries and benefits must be allocated to the appropriate school building and may not be classified as central costs.
2. One of the **key** components of the report is identifying teacher salaries and benefits at each school building to allow accurate comparisons across school districts.

M. Laptops/computers

1. LEAs that adopted the use of laptops/computers in lieu of a textbook should code the expenditures under account 25525.
2. LEAs that purchase laptops for classroom use should use an instructional account such as 22370 Instructional computer hardware and software support to reflect their purpose as instructional material. Computers used for learning labs and other instructional support should use a similar or the same account.
3. Laptops/computers that are used for administrative purposes can be coded to account 25860 Non instructional computer hardware and software.

N. Exclusions

Based on LEA reporting of expenditures by object and by account, the Department will show as excluded the expenditures for:

1. Debt;
2. Lease rental;
3. Capital equipment;
4. Food services;
5. Community services; and
6. Facilities Acquisition and Construction.

Food service expenditures are often funded through both state/local and federal sources, which makes allocation of expenditures at the school level separated by state/local vs. federal sources difficult. Therefore, food service expenditures are shown separately on the report in the Exclusions section.

O. Not Included in Report

Expenditures that would otherwise be double-counted are not shown in the report. These expenditure accounts include:

- Pass through funds;
- Non-Programmed charges; and
- Temporary Loans.

P. Actual salaries

1. For a teacher that spends time at multiple schools, teacher salaries may be allocated based on the percentage of time anticipated to be spent in each school building.
2. For the superintendent, the salary may be allocated across the total enrollment in the school district as a shared expenditure.

Q. Cooperative and Service Center Reporting of Form 9 Financial Data

Although the financial data received from Education Service Centers, Career Centers, and Cooperatives is excluded from the federal reporting requirement, the information must still be filed every six months. The data is used for other federal and state reporting requirements.

It is important for Cooperatives, Education Service Centers, and Career Centers to track services provided to various LEAs because there may be more review of the costs of providing such services as the report evolves and is reviewed by school governing bodies, taxpayers, and other interested parties.

Please direct any questions related to this guidance to Form9@doe.in.gov

Attachment: Expenditure Categories

APPENDIX A
Expenditure Categories Mapped According to IC 20-42.5
Used for ESSA Report

<u>Account</u>	<u>Expenditure Description</u>	<u>Dollars</u>	<u>Category</u>	<u>ESSA Report</u>	<u>School ID</u>	<u>SubCategory</u>
10000	INSTRUCTION (H)					
11000	11000 Regular Programs (H)					
11025	11025 Non Spec Ed Preschool	1-AcAch	Instructional	Preferred but Optional		Optional
11050	11050 Full Day Kindergarten	1-AcAch	Instructional	Preferred but Optional		Optional
11100	11100 Elementary	1-AcAch	Instructional	Preferred but Optional		Optional
11200	11200 Middle/Junior High	1-AcAch	Instructional	Preferred but Optional		Optional
11300	11300 High School	1-AcAch	Instructional	Preferred but Optional		Optional
11350	11350 Academic Honors Diploma	1-AcAch	Instructional	Preferred but Optional		Optional
11355	11355 Academic Honors High Ability Student Programs	1-AcAch	Instructional	Preferred but Optional		Optional
11400	11400 Vocational Education (H)					
11410	11410 Agriculture A	1-AcAch	Instructional	Preferred but Optional		Optional
11420	11420 Agriculture B	1-AcAch	Instructional	Preferred but Optional		Optional
11430	11430 Distributive Education	1-AcAch	Instructional	Preferred but Optional		Optional
11440	11440 Health Occupations	1-AcAch	Instructional	Preferred but Optional		Optional
11450	11450 Consumer and Homemaking	1-AcAch	Instructional	Preferred but Optional		Optional
11460	11460 Occupational Home Economics	1-AcAch	Instructional	Preferred but Optional		Optional
11470	11470 Business Education	1-AcAch	Instructional	Preferred but Optional		Optional
11480	11480 Industrial Education A	1-AcAch	Instructional	Preferred but Optional		Optional
11490	11490 Industrial Education B	1-AcAch	Instructional	Preferred but Optional		Optional
11500	11500 Vocational Education (H)					
11510	11510 Cooperative Education	1-AcAch	Instructional	Preferred but Optional		Optional
11520	11520 Area School Participation	1-AcAch	Instructional	Preferred but Optional		Optional
11590	11590 Other Vocational Education Programs	1-AcAch	Instructional	Preferred but Optional		Optional
11600	11600 Alternative Education Programs (H)					
11610	11610 Elementary	1-AcAch	Instructional	Preferred but Optional		Optional
11620	11620 Middle/Junior High School	1-AcAch	Instructional	Preferred but Optional		Optional
11630	11630 High School	1-AcAch	Instructional	Preferred but Optional		Optional
11900	11900 Other Regular Programs (H)					
11910	11910 Competency Testing	1-AcAch	Instructional	Preferred but Optional		Optional
11920	11920 Project 4R	1-AcAch	Instructional	Preferred but Optional		Optional
12000	12000 Special Programs (H)					
12100	12100 Gifted and Talented (H)					
12110	12110 Gifted And Talented	1-AcAch	Instructional	Preferred but Optional		Optional
12150	12150 High Ability Student Programs	1-AcAch	Instructional	Preferred but Optional		Optional
12200	12200 Mental Disabilities (H)					
12210	12210 Mild Mental Disabilities	1-AcAch	Instructional	Preferred but Optional		Optional
12220	12220 Moderate Mental Disabilities	1-AcAch	Instructional	Preferred but Optional		Optional
12230	12230 Severe Mental Disabilities	1-AcAch	Instructional	Preferred but Optional		Optional
12300	12300 Physical Impairment (H)					
12310	12310 Orthopedic Impairment	1-AcAch	Instructional	Preferred but Optional		Optional
12320	12320 Multiple Disabilities	1-AcAch	Instructional	Preferred but Optional		Optional
12330	12330 Visual Impairment	1-AcAch	Instructional	Preferred but Optional		Optional
12340	12340 Hearing Impairment	1-AcAch	Instructional	Preferred but Optional		Optional
12350	12350 Homebound	1-AcAch	Instructional	Preferred but Optional		Optional
12400	12400 Emotional Disabilities (H)					
12410	12410 Emotional Disabilities - Full Time	1-AcAch	Instructional	Preferred but Optional		Optional
12420	12420 Emotional Disabilities - All Others	1-AcAch	Instructional	Preferred but Optional		Optional
12500	12500 Culturally Different (H)					
12510	12510 Communication Disorders	1-AcAch	Instructional	Preferred but Optional		Optional
12520	12520 Compensatory	1-AcAch	Instructional	Preferred but Optional		Optional
12600	12600 Learning Disability (H)					
12610	12610 Learning Disability	1-AcAch	Instructional	Preferred but Optional		Optional
12700	12700 Equal Opportunity At Risk (H)					
12710	12710 Equal Opportunity At Risk	1-AcAch	Instructional	Preferred but Optional		Optional
12800	12800 Special Education Preschool (H)					
12810	12810 Special Education Preschool	1-AcAch	Instructional	Preferred but Optional		Optional
12900	12900 Other Special Programs	1-AcAch	Instructional	Preferred but Optional		Optional
13000	13000 Adult/Continuing Education Programs (H)					
13100	13100 Adult Basic Education - Instruction	1-AcAch	Instructional	Preferred but Optional		Optional
13150	13150 Adult Basic Education - Non-Instruction	1-AcAch	Instructional	Preferred but Optional		Optional
13200	13200 Advanced Adult Education	1-AcAch	Instructional	Preferred but Optional		Optional
13300	13300 Occupational Programs	1-AcAch	Instructional	Preferred but Optional		Optional
13600	13600 Special Interest Programs	1-AcAch	Instructional	Preferred but Optional		Optional
13900	13900 Other Adult/Continuing Education Program	1-AcAch	Instructional	Preferred but Optional		Optional
14000	14000 Summer School Programs (H)					
14100	14100 Elementary	1-AcAch	Instructional	Preferred but Optional		Optional

APPENDIX A
Expenditure Categories Mapped According to IC 20-42.5
Used for ESSA Report

<u>Account</u>	<u>Expenditure Description</u>	<u>Dollars</u>	<u>Category</u>	<u>ESSA Report</u>	<u>School ID</u>	<u>SubCategory</u>
14200	14200 Middle/Junior High School	1-AcAch	Instructional	Preferred but Optional	Optional	
14300	14300 High School	1-AcAch	Instructional	Preferred but Optional	Optional	
15000	15000 Enrichment Programs (H)					
15100	15100 Non-Credit	1-AcAch	Instructional	Preferred but Optional	Optional	
16000	16000 Remediation (H)					
16100	16100 Remediation Testing	1-AcAch	Instructional	Preferred but Optional	Optional	
16200	16200 Preventive Remediation	1-AcAch	Instructional	Preferred but Optional	Optional	
17000	17000 Payments to Other Governmental Units Within State (H)					
17100	17100 Transfer Tuition	1-AcAch	Instructional	Preferred but Optional	Optional	
17300	17300 Area Vocational School (Participating Share)	1-AcAch	Instructional	Preferred but Optional	Optional	
17400	17400 Joint Services and Supply - Special Education	1-AcAch	Instructional	Preferred but Optional	Optional	
17500	17500 Special Education - Interlocal Agreements	1-AcAch	Instructional	Preferred but Optional	Optional	
17600	17600 Joint Services and Supply - Other	1-AcAch	Instructional	Preferred but Optional	Optional	
17700	17700 Interlocal Agreements - Other	1-AcAch	Instructional	Preferred but Optional	Optional	
17800	17800 Payments to Charter Schools	1-AcAch	Instructional	Preferred but Optional	Optional	
17900	17900 Other	1-AcAch	Instructional	Preferred but Optional	Optional	
18000	18000 Payments to Governmental Units Not Used State	1-AcAch	Instructional	Preferred but Optional	Optional	
20000	SUPPORT SERVICES (H)					
21000	21000 Support Services - Students (H)					
21100	21100 Attendance and Social Work Services (H)					
21110	21110 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21120	21120 Attendance Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21130	21130 Social Work Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21140	21140 Pupil Accounting	2-StdSupp	Instructional	Preferred but Optional	Optional	
21190	21190 Other Attendance and Social Work Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
	21200 Guidance Services (H)					
21210	21210 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21220	21220 Counseling Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21230	21230 Appraisal Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21240	21240 Information Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21250	21250 Records Maintenance	2-StdSupp	Instructional	Preferred but Optional	Optional	
21290	21290 Other Guidance Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
	21300 Health Services (H)					
21310	21310 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21320	21320 Medical Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21330	21330 Dental Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21340	21340 Nurse Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21390	21390 Other Health Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
	21400 Psychological Services (H)					
21410	21410 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21420	21420 Psychological Testing	2-StdSupp	Instructional	Preferred but Optional	Optional	
21430	21430 Psychological Counseling	2-StdSupp	Instructional	Preferred but Optional	Optional	
21490	21490 Other Psychological Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
	21500 Speech Pathology and Audiology Services (H)					
21510	21510 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21520	21520 Speech Pathology Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21530	21530 Audiology Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21590	21590 Other Speech Pathology and Audiology Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21600	21600 Occupational Therapy - Related Services (H)					
21610	21610 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21620	21620 Occupational Therapy Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21700	21700 Physical Therapy Services (H)					
21710	21710 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21720	21720 Physical Therapy Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
21800	21800 Special Education Administration (H)					
21810	21810 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21890	21890 Other Special Education Administration	2-StdSupp	Instructional	Preferred but Optional	Optional	
21900	21900 Other Support Services - Students (H)					
21910	21910 Service Area Direction	2-StdSupp	Instructional	Preferred but Optional	Optional	
21990	21990 Other Student Services	2-StdSupp	Instructional	Preferred but Optional	Optional	
22000	22000 SUPPORT SERVICES - INSTRUCTION (H)					
22100	22100 Improvement of Instruction (H)					

APPENDIX A
Expenditure Categories Mapped According to IC 20-42.5
Used for ESSA Report

Account	Expenditure Description	Dollars	Category	ESSA Report	School ID	SubCategory
22110	22110 Service Area Direction	1-AcAch	Instructional	Preferred but Optional	Optional	
22120	22120 Instruction and Curriculum Development	1-AcAch	Instructional	Preferred but Optional	Optional	
22130	22130 Instructional Staff Training	1-AcAch	Instructional	Preferred but Optional	Optional	
22190	22190 Other Improvement of Instructional Services	1-AcAch	Instructional	Preferred but Optional	Optional	
22200	22200 Library/Media Services (H)					
22210	22210 Service Area Direction	1-AcAch	Instructional	Preferred but Optional	Optional	
22220	22220 School Library	1-AcAch	Instructional	Preferred but Optional	Optional	
22230	22230 Audiovisual	1-AcAch	Instructional	Preferred but Optional	Optional	
22240	22240 Educational Television	1-AcAch	Instructional	Preferred but Optional	Optional	
22250	22250 Computer Assisted Instruction Services	1-AcAch	Instructional	Preferred but Optional	Optional	
22290	22290 Other Educational Media Services	1-AcAch	Instructional	Preferred but Optional	Optional	
22300	22300 Instruction-Related Technology (H)					
22310	22310 Technology Service Supervision and Administration	1-AcAch	Instructional	Preferred but Optional	Optional	
22320	22320 Student Learning Centers	1-AcAch	Instructional	Preferred but Optional	Optional	
22330	22330 Systems Analysis and Planning	1-AcAch	Instructional	Preferred but Optional	Optional	
22340	22340 Systems Application Development	1-AcAch	Instructional	Preferred but Optional	Optional	
22350	22350 Systems Operations	1-AcAch	Instructional	Preferred but Optional	Optional	
22360	22360 Network Support	1-AcAch	Instructional	Preferred but Optional	Optional	
22370	22370 Hardware Maintenance and Support	1-AcAch	Instructional	Preferred but Optional	Optional	
22380	22380 Professional Development for Instruction-	1-AcAch	Instructional	Preferred but Optional	Optional	
22400	22400 Academic Student Assessment	1-AcAch	Instructional	Preferred but Optional	Optional	
22900	22900 Other Support Service - Instructional Staff	1-AcAch	Instructional	Preferred but Optional	Optional	
23000	23000 SUPPORT SERVICES - GENERAL ADMINISTRATION (H)					
23100	23100 Board of Education (H)					
23110	23110 Service Area Direction	3-Overhead	Operational	Preferred but Optional	N/A	
23120	23120 Service Area Assistants	3-Overhead	Operational	Preferred but Optional	N/A	
23150	23150 Legal Services	3-Overhead	Operational	Preferred but Optional	N/A	
23160	23160 Promotion Expenses	3-Overhead	Operational	Preferred but Optional	N/A	
23190	23190 Other Governing Body Services	3-Overhead	Operational	Preferred but Optional	N/A	
23200	23200 Executive Administration (H)					
23210	23210 Office of The Superintendent	3-Overhead	Operational	Preferred but Optional	N/A	
23220	23220 Community Relations	3-Overhead	Operational	Preferred but Optional	N/A	
23230	23230 Staff Relations and Negotiations	3-Overhead	Operational	Preferred but Optional	N/A	
23290	23290 Other Executive Administration Services	3-Overhead	Operational	Preferred but Optional	N/A	
24000	24000 Support Services - School Administration (H)					
24100	24100 Office of The Principal	2-StdSupp	Instructional	Preferred but Optional	Optional	
24900	24900 Other Support Services - School Administration	2-StdSupp	Instructional	Preferred but Optional	Optional	
25000	25000 Central Services (H)					
25100	25100 Fiscal Services (H)					
25110	25110 Office of The Business Manager	3-Overhead	Operational	Preferred but Optional	N/A	
25120	25120 Service Area Direction	3-Overhead	Operational	Preferred but Optional	N/A	
25130	25130 Budgeting	3-Overhead	Operational	Preferred but Optional	N/A	
25140	25140 Receiving and Disbursing Funds	3-Overhead	Operational	Preferred but Optional	N/A	
25150	25150 Payroll Services	3-Overhead	Operational	Preferred but Optional	N/A	
25160	25160 Financial Accounting	3-Overhead	Operational	Preferred but Optional	N/A	
25170	25170 Internal Auditing	3-Overhead	Operational	Preferred but Optional	N/A	
25180	25180 Property Accounting	3-Overhead	Operational	Preferred but Optional	N/A	
25190	25190 Other Fiscal Services (H)					
25191	25191 Refund of Revenue	3-Overhead	Operational	Preferred but Optional	N/A	
25192	25192 Petty Cash	3-Overhead	Operational	Preferred but Optional	N/A	
25193	25193 Printed Forms	3-Overhead	Operational	Preferred but Optional	N/A	
25195	25195 Bank Account Service Charge	3-Overhead	Operational	Preferred but Optional	N/A	
25196	25196 Cash Change	3-Overhead	Operational	Preferred but Optional	N/A	
25199	25199 Other	3-Overhead	Operational	Preferred but Optional	N/A	
25200	25200 Purchasing, Warehousing, and Distribution Services (H)					
25210	25210 Service Area Direction	3-Overhead	Operational	Preferred but Optional	N/A	
25220	25220 Purchasing	3-Overhead	Operational	Preferred but Optional	N/A	
25230	25230 Warehousing and Distributing	3-Overhead	Operational	Preferred but Optional	N/A	
25300	25300 Printing, Publishing, and Duplicating Services	3-Overhead	Operational	Preferred but Optional	N/A	
25400	25400 Planning, Research, Development and Evaluation	3-Overhead	Operational	Preferred but Optional	N/A	
25500	25500 Textbooks for Rent or Resale (H)					
25510	25510 Direction of Rental Service	1-AcAch	Instructional	Preferred but Optional	Optional	
25520	25520 Textbooks, Workbooks, and Repairs	1-AcAch	Instructional	Preferred but Optional	Optional	
25525	25525 Computers in Lieu of Textbooks	1-AcAch	Instructional	Preferred but Optional	Optional	

APPENDIX A
Expenditure Categories Mapped According to IC 20-42.5
Used for ESSA Report

Account	Expenditure Description	Dollars	Category	ESSA Report	School ID	SubCategory
25530	25530 Distribution of Textbook Reimbursement	Excluded		Not in Report	Not in Report	Not In Report
25540	25540 Other Textbook Rental Service	1-AcAch		Instructional	Preferred but Optional	Optional
25550	25550 Direction of Resale Service	1-AcAch		Instructional	Preferred but Optional	Optional
25560	25560 Textbooks and Workbooks	1-AcAch		Instructional	Preferred but Optional	Optional
25570	25570 Materials and Supplies	1-AcAch		Instructional	Preferred but Optional	Optional
25590	25590 Other Textbook Resale Services	1-AcAch		Instructional	Preferred but Optional	Optional
25600	25600 Public Information Services	3-Overhead		Operational	Preferred but Optional	N/A
25700	25700 Personnel Services (H)					
25710	25710 Supervision of Personnel Services	3-Overhead		Operational	Preferred but Optional	N/A
25720	25720 Recruitment and Placement	3-Overhead		Operational	Preferred but Optional	N/A
25730	25730 Personnel Services	3-Overhead		Operational	Preferred but Optional	N/A
25740	25740 Noninstructional Personnel Training	3-Overhead		Operational	Preferred but Optional	N/A
25750	25750 Health Services	3-Overhead		Operational	Preferred but Optional	N/A
25790	25790 Other Personnel Services	3-Overhead		Operational	Preferred but Optional	N/A
25800	25800 Administrative Technology Services (H)					
25810	25810 Technology Services Supervision And Administration	3-Overhead		Operational	Preferred but Optional	N/A
25820	25820 Systems Analysis And Planning	3-Overhead		Operational	Preferred but Optional	N/A
25830	25830 Systems Application Development	3-Overhead		Operational	Preferred but Optional	N/A
25840	25840 Systems Operations	3-Overhead		Operational	Preferred but Optional	N/A
25850	25850 Network Support	3-Overhead		Operational	Preferred but Optional	N/A
25860	25860 Hardware Maintenance And Support	3-Overhead		Operational	Preferred but Optional	N/A
25870	25870 Professional Development Costs For	3-Overhead		Operational	Preferred but Optional	N/A
25890	25890 Other Technology Services	3-Overhead		Operational	Preferred but Optional	N/A
25900	25900 Other Support Services - Central Services (H)					
25910	25910 Judgments	3-Overhead		Operational	Preferred but Optional	N/A
25920	25920 Ditch Assessments	3-Overhead		Operational	Preferred but Optional	N/A
25930	25930 Easements	3-Overhead		Operational	Preferred but Optional	N/A
25940	25940 Settlements	3-Overhead		Operational	Preferred but Optional	N/A
25950	25950 Other Assessments	3-Overhead		Operational	Preferred but Optional	N/A
25990	25990 Other Support Services - Central	3-Overhead		Operational	Preferred but Optional	N/A
26000	26000 Operation and Maintenance of Plant Services (H)					
26100	26100 Service Area Direction	3-Overhead		Operational	Preferred but Optional	N/A
26200	26200 Maintenance of Buildings	3-Overhead		Operational	Preferred but Optional	N/A
26300	26300 Maintenance of Grounds	3-Overhead		Operational	Preferred but Optional	N/A
26400	26400 Maintenance of Equipment	3-Overhead		Operational	Preferred but Optional	N/A
26500	26500 Vehicle Maintenance (not buses)	3-Overhead		Operational	Preferred but Optional	N/A
26600	26600 Security Services	3-Overhead		Operational	Preferred but Optional	N/A
26700	26700 Insurance	3-Overhead		Operational	Preferred but Optional	N/A
26800	26800 Other Operation and Maintenance of Plant	3-Overhead		Operational	Preferred but Optional	N/A
27000	27000 Student Transportation (H)					
27010	27010 Service Area Direction	3-Overhead		Operational	Preferred but Optional	N/A
27100	27100 Vehicle Operation	3-Overhead		Operational	Preferred but Optional	N/A
27200	27200 Monitoring Services	3-Overhead		Operational	Preferred but Optional	N/A
27300	27300 Vehicle Servicing and Maintenance	3-Overhead		Operational	Preferred but Optional	N/A
27400	27400 Purchase of School Buses	3-Overhead		Operational	Preferred but Optional	N/A
27500	27500 Insurance on Buses	3-Overhead		Operational	Preferred but Optional	N/A
27600	27600 Insurance on Pupils	3-Overhead		Operational	Preferred but Optional	N/A
27700	27700 Contracted Transportation Services	3-Overhead		Operational	Preferred but Optional	N/A
27900	27900 Other Student Transportation Services	3-Overhead		Operational	Preferred but Optional	N/A
27910	27910 Bus Driver Training	3-Overhead		Operational	Preferred but Optional	N/A
30000	OPERATION OF NONINSTRUCTIONAL SERVICES (H)					
31000	31000 Food Services Operations (H)					
31100	31100 Service Area Direction	3-Overhead		Excluded	Preferred but Optional	N/A
31200	31200 Food Preparation and Dispensing	3-Overhead		Excluded	Preferred but Optional	N/A
31300	31300 Food Delivery	3-Overhead		Excluded	Preferred but Optional	N/A
31400	31400 Food Purchases	3-Overhead		Excluded	Preferred but Optional	N/A
31500	31500 Distribution of School Lunch Reimbursements	3-Overhead		Excluded	Preferred but Optional	N/A
31900	31900 Other Food Services	3-Overhead		Excluded	Preferred but Optional	N/A
33000	33000 Community Service Operations (H)					
33100	33100 Direction of Community Services	4-Non-oper		Excluded	Preferred but Optional	N/A

APPENDIX A
Expenditure Categories Mapped According to IC 20-42.5
Used for ESSA Report

<u>Account</u>	<u>Expenditure Description</u>	<u>Dollars</u>	<u>Category</u>	<u>ESSA Report</u>	<u>School ID</u>	<u>SubCategory</u>
33200	33200 Community Recreation	4-Non-oper	Excluded	Preferred but Optional	N/A	
33300	33300 Civic Services	4-Non-oper	Excluded	Preferred but Optional	N/A	
33400	33400 Athletic Coaches	4-Non-oper	Excluded	Preferred but Optional	N/A	
33500	33500 Welfare Activities Services	4-Non-oper	Excluded	Preferred but Optional	N/A	
33600	33600 Nonpublic School Pupil Services	4-Non-oper	Excluded	Preferred but Optional	N/A	
33900	33900 Other Community Services (H)					
33910	33910 High School Band Uniforms	4-Non-oper	Excluded	Preferred but Optional	N/A	
33920	33920 Contributions to Historical Societies	4-Non-oper	Excluded	Preferred but Optional	N/A	
33930	33930 Latch Key Kid Program	4-Non-oper	Excluded	Preferred but Optional	N/A	
33940	33940 Child Care Services	4-Non-oper	Excluded	Preferred but Optional	N/A	
33950	33950 Step Ahead	4-Non-oper	Excluded	Preferred but Optional	N/A	
33990	33990 Other	4-Non-oper	Excluded	Preferred but Optional	N/A	
40000	FACILITIES ACQUISITION AND CONSTRUCTION (H)					
40100	40100 Service Area Direction	4-Non-oper	Excluded	Preferred but Optional	N/A	
41000	41000 Land Acquisition and Development	4-Non-oper	Excluded	Preferred but Optional	N/A	
43000	43000 Professional Services	4-Non-oper	Excluded	Preferred but Optional	N/A	
44000	44000 Educational Specifications Development	4-Non-oper	Excluded	Preferred but Optional	N/A	
45000	45000 Building Acquisition, Construction and Improvement (H)					
45100	45100 Building Acquisition, Construction and Improvements	4-Non-oper	Excluded	Preferred but Optional	N/A	
45200	45200 Energy Savings Contracts	4-Non-oper	Excluded	Preferred but Optional	N/A	
45300	45300 Skilled Craft Employees	4-Non-oper	Excluded	Preferred but Optional	N/A	
45400	45400 Sports Facilities	4-Non-oper	Excluded	Preferred but Optional	N/A	
45500	45500 Rent of Buildings, Facilities, and Equipment	4-Non-oper	Excluded	Preferred but Optional	N/A	
46000	46000 Purchase of Moveable Equipment	4-Non-oper	Excluded	Preferred but Optional	N/A	
47000	47000 Purchase of Mobile or Fixed Equipment	4-Non-oper	Excluded	Preferred but Optional	N/A	
49000	49000 Other Facilities Acquisition and Construction	4-Non-oper	Excluded	Preferred but Optional	N/A	
50000	DEBT SERVICES (H)					
51000	51000 Principal on Debt (H)					
51100	51100 Bonds	4-Non-oper	Excluded	Preferred but Optional	N/A	
51200	51200 Temporary Loans	Excluded	Not in Report	Not in Report	Not in Report	
51300	51300 Emergency Loans	4-Non-oper	Excluded	Preferred but Optional	N/A	
51400	51400 School Bus Loans	4-Non-oper	Excluded	Preferred but Optional	N/A	
51500	51500 Bond Anticipation Notes	4-Non-oper	Excluded	Preferred but Optional	N/A	
51600	51600 Bank Loans or DLGF Approved Debt	4-Non-oper	Excluded	Preferred but Optional	N/A	
52000	52000 Interest on Debt (H)					
52100	52100 Bonds	4-Non-oper	Excluded	Preferred but Optional	N/A	
52200	52200 Temporary Loans	4-Non-oper	Excluded	Preferred but Optional	N/A	
52300	52300 Emergency Loans	4-Non-oper	Excluded	Preferred but Optional	N/A	
52400	52400 School Bus Loans	4-Non-oper	Excluded	Preferred but Optional	N/A	
52500	52500 Bond Anticipation Notes	4-Non-oper	Excluded	Preferred but Optional	N/A	
52600	52600 Bank Loans or DLGF Approved Debt	4-Non-oper	Excluded	Preferred but Optional	N/A	
53000	53000 Lease Rental (H)					
53100	53100 Buildings-Principal	4-Non-oper	Excluded	Preferred but Optional	N/A	
53150	53150 Buildings-Interest	4-Non-oper	Excluded	Preferred but Optional	N/A	
53200	53200 Equipment-Principal	4-Non-oper	Excluded	Preferred but Optional	N/A	
53250	53250 Equipment-Interest	4-Non-oper	Excluded	Preferred but Optional	N/A	
53300	53300 School Buses-Principal	4-Non-oper	Excluded	Preferred but Optional	N/A	
53350	53350 School Buses-Interest	4-Non-oper	Excluded	Preferred but Optional	N/A	
53400	53400 Other-Principal	4-Non-oper	Excluded	Preferred but Optional	N/A	
53450	53450 Other-Interest	4-Non-oper	Excluded	Preferred but Optional	N/A	
54000	54000 Advancements and Obligations (H)					
54100	54100 Veterans' Memorial Loan - Principal	4-Non-oper	Excluded	Preferred but Optional	N/A	
54150	54150 Veterans' Memorial Loan - Interest	4-Non-oper	Excluded	Preferred but Optional	N/A	
54200	54200 Common School Fund Loan - Principal	4-Non-oper	Excluded	Preferred but Optional	N/A	
54250	54250 Common School Fund Loan - Interest	4-Non-oper	Excluded	Preferred but Optional	N/A	
54300	54300 Civil Aid Bond Obligations - Principal	4-Non-oper	Excluded	Preferred but Optional	N/A	
54350	54350 Civil Aid Bond Obligations - Interest	4-Non-oper	Excluded	Preferred but Optional	N/A	
59000	59000 Other Debt Services Obligations (H)					
59100	59100 Registrars Fee	4-Non-oper	Excluded	Preferred but Optional	N/A	

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<u>Account</u>	<u>Expenditure Description</u>	<u>Dollars Category</u>	<u>ESSA Report</u>	<u>School ID</u>	<u>SubCategory</u>
59200	59200 Bank Fee	4-Non-oper	Excluded	Preferred but Optional	N/A
60000	Nonprogramed Charges (H)				
60100	60100 Transfers From One Fund to Another	Excluded	Not in Report	Not in Report	Not In Report
60114	60114 PL109-2010 Transfers	Excluded	Not in Report	Not in Report	Not In Report
60115	60115 Transfer to Extracurricular Account	Excluded	Not in Report	Not in Report	Not In Report
60150	60150 Donations to Foundations in Accordance with IC 20-47-1	4-Non-oper	Excluded	Preferred but Optional	N/A
60200	60200 Loans From One Fund to Another	Excluded	Not in Report	Not in Report	Not In Report
60300	60300 Securities Purchased	Excluded	Not in Report	Not in Report	Not In Report
60400	60400 FICA Transfers - Co-ops	1-AcAch	Instructional	Preferred but Optional	Optional
60500	60500 Debt Service TBR-Transfers ECA Only	1-AcAch	Instructional	Preferred but Optional	Optional
60600	60600 Indirect Costs	Excluded	Not in Report	Not in Report	Not In Report
60700	60700 Scholarships	4-Non-oper	Excluded	Preferred but Optional	N/A
60800	60800 Self-Insurance Payments	Excluded	Not in Report	Not in Report	Not In Report

School ID

School ID is the DOE-assigned four digit school building number used in reporting Real Time data.

School ID is listed as optional for some accounts. The preference is that LEAs will allocate the expenditures to a school. However, in the absence of a School ID, DOE will allocate the amount based on enrollment.

School ID may be listed as "0000" or the four-digit school corporation number if an allocation is not made to a school. If the expenditure is for a nonpublic school, use '9999' for the school number.

SubCategory

SubCategory is "00" for most instruction and is the default value. If the LEA chooses to place some expenditures in the "Other Instruction" row of the ESSA report, the expenditure is listed under subcategory "01".