

TO: Form 9 Software Vendors, School Superintendents, Directors, Business Managers, and Treasurers

FROM: Amy Pattison, Assistant Director
Office of School Finance

RE: Form 9 Financial Data Submission, Steps Five through Seven

DATE: November 22, 2019

As part of the July to December 2019 Form 9 financial data submission process, the Indiana Department of Education (IDOE) will implement additional steps to comply with federal reporting and documentation requirements and state transparency requirements, as well as transparency reporting in association with state transparency requirements. Three additional steps added to the Form 9 financial data submission process are expected to provide sufficient documentation of the appropriate use of object codes. No new fields have been added to the layout of the Form 9 data file. Therefore, these changes will not require revisions to the Form 9 data layout.

Schedules

In an effort to streamline the process associated with submission of data needed for federal reporting requirements and future indirect cost rate calculations, IDOE has developed an electronic submission of data as part of the Form 9 financial data process every six months. Because indirect cost rates are calculated using financial data from a preceding year, all local education agencies (LEA) will submit the schedule of terminal leave, capitalized equipment, and subawards/subcontracts in six month increments rather than at the end of a fiscal year. Doing so alleviates the reconciliation process between schedules filed two years after Form 9 financial data was filed, reviewed, and finalized. For example, the calculation of FY 2021 indirect cost rates is based on FY 2019 Form 9 financial data.

Terminal Leave Columns:

Employee Name	Job Title	School ID	Fund Number	Expenditure Account	Object Code	Date of Payment	Indirect Unused Leave Payment	Direct Unused Leave Payment
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A) Employee Name

- The name of the employee for which the expenditure was made.

B) Job Title

- The job title of the employee receiving Terminal Leave payments.

C) School ID

- The building the employee worked in during the reporting period.

D) Fund Number

- The fund number used when reporting the expenditure.

E) Account

- The expenditure account the payment used when reporting during the reporting period.

F) Object

- The object code used when reporting the expenditure.

G) Payment Date

- The date the payment was made to the employee.

H) Indirect Unused Leave Payment

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- Payments for personnel in support services, operations or maintenance, etc.
- I) Direct Unused Leave Payment**
- Payments for personnel who are responsible for providing direct services to students. For example, a teacher, Title I Specialist, or teacher’s aide.

Subawards/Subcontracts Columns:

Vendor/ Organization Names	School ID	Fund Number	Expenditure Account to which the Contract was Allocated	Department through which the Subcontract/ Subaward is going	Total Subcontract/ Subaward Amounts	Year Number of Contract	Total Reporting Period Expenditure for Subcontract/ Subaward	First \$25,000 of Payments for the Contract	Contract Payments in Excess of \$25,000 Total Exclusions
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- A) Vendor/Organization name**
- The name of the organization/vendor who is engaged in the contract with the LEA.
- B) Fund**
- The fund number used when reporting the expenditure.
- C) Account**
- Expenditure Account to which the contract was allocated.
- D) Department**
- Identify the name of the department associated with the subcontract/subaward.
- E) Total**
- This column reflects actual expenditures made in the reporting period related to the subaward. If the period of performance is greater than one year, the LEA will have to maintain a separate tracking system to monitor what year in the period of performance is being reported. The annual expense for the subaward/subcontract for the most recently completed full year.
- F) Year**
- This number reflects if the recording fiscal year was the first, second, etc. year of the contract.
- G) Expenditure**
- This column reflects actual expenditures made in the reporting period related to the subaward. If the period of performance is greater than one year, the LEA will have to maintain a separate tracking system to monitor what year in the period of performance is being reported.
- H) First \$25,000**
- This column reflects the first \$25,000. It is only applicable to one year regardless of the period of performance.
- I) Excess \$25,000**
- The amount paid after the first \$25,000.

Capitalized Equipment Columns:

Equipment Type / Brief Description of the Equipment	Acquisition Date	Fund Number	Expenditure Account	Object Code	Acquisition Cost	Per Unit Cost	Capitalized Threshold	School ID
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A) Equipment Type

- This column provides a general description of the equipment such as vehicle, computer, or television. A brief description would reflect whether it was XYZ Brand 55-inch television set or a 46-inch XYZ Brand Television Set.

B) Acquisition Date

- This is the date that the equipment was purchased. (The date should fall within the fiscal reporting period)

C) Fund

- The fund number used when reporting the expenditure.

D) Account

- The account code used when reporting the expenditure.

E) Object

- The object code used when reporting the expenditure.

F) Acquisition Cost

- The total cost of the equipment purchased.

G) Per Unit Cost

- The cost of the equipment per unit.

H) Capitalized Threshold*

- The lesser amount of the adopted capitalized threshold or \$5,000.

I) School ID

- The building number associated with the reporting of the acquisition.

Last Step: Before uploading the schedules, you must save the template as CSV (Comma delimited) (*.csv).

If you have questions concerning this memo, please email us at ICR@doe.in.gov.

Note regarding capitalization threshold:* Please refer to the capitalization policy for capital assets adopted by your school governing body. Each school governing body should adopt a capitalization threshold for equipment. The information should be retained for State Board of Accounts audit purposes as well as support for reporting capitalized equipment as part of Indirect Cost Rates. If the school governing body does not adopt a capitalized equipment threshold, the Department will use the federal amount of \$5,000. **Only if the approved threshold is **less than** \$5,000, would you list anything other the federal threshold of \$5,000.