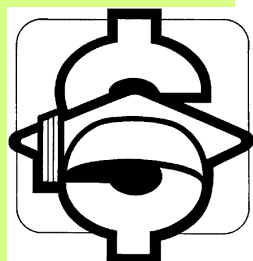


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Musical Chairs

OSF staff have been on the move lately and the music is still playing.

In July, Joe Panetta was named Assistant State Superintendent of Schools in the Student Support Services Division. He oversees Child Nutrition, Student Transportation, School Facilities, Internal Operations and School Finance.

In September, Susan Smith was selected as the Executive Director in the Office of School Finance. She has served 13 years as a coordinator in that office and has two years' experience in

public accounting.

A new coordinator will be hired to fill Susan's vacant chair within the next few weeks.



Misty Price is also making a move—when the new coordinator comes on board, Misty will become the initial contact person for counties Mer-

cer-Wyoming. The new coordinator will serve as the initial contact for counties Barbour—McDowell. RESAs and MCVCs use the contact person for their fiscal agent county.

When you need to reach the Office of School Finance, please call Susan or Misty anytime.

You can contact the OSF via email, too. You can find Susan at susmith@access.k12.wv.us or Misty at mistyprice@access.k12.wv.us. Email is checked nearly 24/7.

Changes Ahead for the Accounting Procedures Manual for Individual Schools

OSF will be revising the Accounting Procedures Manual for the Individual Schools this year.

The current manual, State Board Policy 1224.1, was made effective in August,

1996.

The revision will clarify existing language and address new issues. One meeting has already been held with a committee of chief school business officials and repre-

sentatives of school district auditors.

Please contact Susan at susmith@access.k12.wv.us with your comments and suggestions.



CSBO Authorization—Get Your 15 Hours Here!

Many Chief School Business Officials are required to renew their CSBO authorization annually through the Office of Professional Preparation. State Board Policy 5202 details the requirements for that authorization.

It states, in part, that the applicant must “complete 15 clock hours annually of in-service credit offered by

the licensing agency; AND receive the recommendation of the county superintendent in the county in which the applicant is or was employed”.

The 15 hours required for licensure can only be obtained by attending continuing education offered by the Office of School Finance. The renewal for FY 11 is based on the con-

tinuing education hours earned during FY 10.

Sessions qualifying for credit under this policy during this year’s Fall ASBO conference are: Dealing With the Press, FY 12 Budget Instructions, New Vendor Set-Up Procedures, and FLSA Refresher.

Contact Susan with your questions.

“hours for CSBO authorization are different from hours qualifying for CPE credit under the WV Board of Accountancy for certified public accountants”

New Sign-In Sheet Format

In order to make tracking of the continuing education hours simpler, the sign-in sheet format has been revised.

When attending professional development offered by OSF, you will find a sheet pre-printed with each CSBOs name. Initial

next to your name in the box for the session you are attending.

Keep in mind that hours for CSBO authorization are different from hours qualifying for CPE credit under the WV Board of Accountancy for certified public accountants.

ASBO handles CPE credit for CPAs at their conferences. OSF will have CPE certificates separate from the sign-in sheet at their events which qualify for credit.

Contact Susan or Jennifer Hupp with your questions.

New Chart of Accounts

Recent changes made to the Chart of Accounts have been incorporated into a new edition, effective October 1, 2010.

The complete new edition is available on the WVDE website’s School Finance

page at <http://wvde.state.wv.us/finance/> under “Manuals”.

A Summary of Revisions will be discussed at the Fall ASBO Conference and is available on the OSF Google Site (see back

cover for the article).

Please review the account codes to be sure you are using only valid codes.

Contact Susan or Misty with your questions regarding account codes.

LOCAL EDUCATIONAL AGENCIES CHART OF ACCOUNTS

Effective October 1, 2010



West Virginia State Department of Education
Office of School Finance

Questions Regarding Ed Jobs Funding

There have been many questions lately regarding the Education Jobs Funding through the American Investment and Recovery Act.

Joe Panetta, Assistant State Superintendent of Schools, is the go-to guy for answers regarding all ARRA funding, including Ed Jobs funds.

A specific project code has been created to track the

funds: 52Y2X. Use revenue source code 04533 and account for this project in Fund 71 just like the other ARRA funding.



County boards must expend the funds only for salaries and benefits.

Personnel employed using these funds must be reported on the certified list as funding source 3—federal.

A substantial portion of the funds must be expended during the 2010-11 year.

Direct your questions to Joe Panetta at 304-558-2691.

For FY 12 budgets, include only the amounts for OPEB that the board plans to actually remit to the Retiree Health Benefit Trust Fund.

OPEB Update

For FY 12 budgets, include only the amounts for OPEB that the board plans to actually remit to the Retiree Health Benefit Trust Fund. That would include the pay-as-you-go portion, but may not include any amounts beyond that.

Each county will determine the

amount remitted for OPEB (beyond the pay-as-you-go portion) and whether or not federal programs are charged.

The PEIA website does not show the annual required contribution (ARC) for FY 12 at this time. OSF will notify the county boards when the infor-

mation is made available.

The lawsuit brought by the majority of county boards was recently dismissed. It is sure to be a topic of discussion during the upcoming legislative session.

Thank You!

The annual financial statements were due on September 28, 2010. We have received financial statements from 38 of the county boards of education, all 7 MCVCs and 7 of the 8 RESAs.

Thank you for submitting your reporting package on time!

OSF has performed an initial review of the certified personnel lists which were due on October 8. While there are still some lists which contain true errors that must be corrected, the number of these instances is greatly reduced from previous years.

Thanks to CSBOs, personnel directors and others who worked very hard this year to not only meet a significantly tighter deadline, but to also submit accurate lists.





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Office of School Finance

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The Office of School Finance calculates and distributes legislative funding to the WV school districts, provides guidance for the preparation of school district annual financial statements, promulgates rules concerning school finance issues, delivers professional development and assists school district finance officers with countless questions each year.

Don't Forget to Google

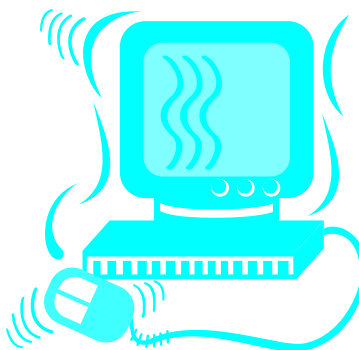
Are you looking for a document that was emailed to you weeks ago and is now buried somewhere deep within your inbox folders? Try the OSF Google Site.

The URL is <https://sites.google.com/site/wvdeofficeofschoolfinancedata/>

The site contains data from fiscal years 09, 10, and 11 and includes state aid schedules, indirect cost rates, budgets, salary schedules and school calendars.

Audit closing letters, blank forms and checklists are also stored on the site. There is a

"Workshops" page where all the handouts from OSF workshops can be located. The handouts for OSF sessions at Fall ASBO 2010 are already loaded on the site.



Don't forget that Google Documents is handy for situations when you ask a group (like our

CSBO list serv) for information that you want to compile.

There is a how-to video on creating Google forms on the OSF Google site. Click on "How-To Videos" in the box on the left-hand side of the screen.

A video showing how to share documents using Google is also available there.

Direct your questions regarding the OSF Google site to Susan or Misty.