

Submission of Individual School Financial Data

- 1) Previous Submissions
 - a) Individual School's Annual Financial Report (form 11-20-24)
 - b) Summary of Individual Schools' Annual Financial Reports (form 11-20-23)
 - c) Schedule of Changes in School Activity Funds as supplemental information to Annual Financial Statements

- 2) Submissions beginning with 2010-2011 fiscal year
 - a) Individual school data via email link to spreadsheet
 - b) Schedule of Changes in School Activity Funds as supplemental information to Annual Financial Statements

- 3) Why make the change
 - a) Old format (paper) doesn't allow us to utilize data in a meaningful manner
 - b) New format provides data in electronic form such that it is easier to compare and report
 - c) Eliminates submission of detailed financial statement for each school (form 11-20-24)
 - i) Individual schools must still prepare an annual financial statement using form 11-20-24 or similar format that is signed by the principal and submitted to the chief school business official
 - ii) Counties must supply individual school financial statements upon request
 - d) Eliminates Summary of Individual Schools' Annual Financial Reports (form 11-20-23)
 - e) Individual school data submitted to WVDE via email link to spreadsheet is the same data needed to prepare the Schedule of Changes in School Activity Funds

- 4) Data required for each individual school
 - a) Book Balance at Beginning of Fiscal Year
 - b) Total Receipts for Fiscal Year
 - c) Total Expenditures for Fiscal Year
 - d) Book Balance at Close of Fiscal Year

- 5) How to submit data
 - a) Access spreadsheet via email link
 - b) Enter data for each school
 - c) Save a copy of your county's data to your local computer/server
 - d) Submit data electronically to WVDE
 - e) Complete Schedule of Changes in School Activity Funds utilizing the data from the spreadsheet