



JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

MEMORANDUM

TO: The Honorable Members of the State Board of Education
FROM: Janet C. Barresi *job*
DATE: September 25, 2014
SUBJECT: Presentation of Achievement Awards for Excellence in Annual Financial Reporting

The State Department of Education annually recognizes school districts with excellence in financial reporting with Achievement Awards. The school districts are selected by four different categories: large district with an average daily attendance (ADA) of 5,000 or greater; midsize district has an ADA of 501 through 4,999; small district with an ADA of 500 or less; and an elementary district.

The school districts receiving the award for the 2012-2013 school year are as follows:

Yukon Public Schools, Canadian County, Large School District
Hennessey Public Schools, Kingfisher County, Midsize School District
Fargo Public Schools, Ellis County, Small School District
Zaneis Public School, Carter County, Elementary School District

JB/nh

Attachments

Janet C. Barresi
State Superintendent of Public Instruction
Oklahoma State Department of Education

Certificate of Achievement for
Excellence in Annual Financial Reporting

This certificate is presented by the Oklahoma State Department of Education (SDE) to school districts which achieve the highest standards in timely submission and accurate by reporting all financial data to the SDE. Award plaques are provided by the Association of School Business Officials.

Categories

The award is presented to four school districts, one from each of the following categories:

LARGE DISTRICT: Average Daily Attendance (ADA) greater than 5,000, multiple high schools, and at least three assistants to the superintendent.

MIDSIZE DISTRICT: ADA greater than 501 and less than 4,999, site principals, and a superintendent.

SMALL DISTRICT: ADA of 500 or less and duties shared by principals and/or superintendent.

ELEMENTARY DISTRICT: Grades K-8 with an elementary school superintendent.

Criteria

The criteria are based on a point system with a total of 850 points available. The criteria and points are:

- Submission of certified School District Expenditure and Revenue Report (FR-3) by September 1 deadline.
Maximum points: 100.
No points granted for late submissions.
- Submission of data and necessary corrections. Maximum points: 100.
(50 points for revenue and 50 points for expenditures)
1st time submission, no corrections necessary: 50 points each
2nd submission with all corrections made: 40 points each
3rd submission with all corrections made: 30 points each
4th submission with all corrections made: 20 points each
5th submission with all corrections made: 10 points each
Greater than 5 submissions: 0 points
- Federal Reimbursement Reporting. This requires the individual federal program claims which are filed and reimbursed through the various sections of the SDE match the data submitted via the OCAS to the Financial Accounting Section. Maximum points: 100.
This is calculated on a percentage basis of federal programs. For example: A district has 10 federal programs. The coding is correct on all programs and the federal claims match the reported amount on the OCAS submission; the district will receive 100 points (100 percent of the programs were correct). However, if the district has 10 federal programs and only five of the programs were coded correctly and matched the OCAS submission, then the district would receive 50 points (50 percent of the programs were correct).
- The OCAS data submitted to the SDE reconciles with the Estimate of Needs submitted to the County Excise Board and Board of Equalization. Maximum points: 50 for expenditures and 50 for revenue.
A variance of less than one percent between the reports will receive 50 points. A variance of one percent will receive 40 points, two percent variance is 30 points, three percent is 20 points, four percent is 10 points, and five percent or more is zero points.

- The actual general fund expenditures and revenue from the Combined Statement of Revenue Collected, Expenditures Paid, and Changes in Fund Balance in the independent annual audit will balance with the OCAS data. Maximum points: 50 for expenditures and 50 for revenue.

A variance of less than one percent between the reports will receive 50 points. A variance of one percent will receive 40 points, two percent variance is 30 points, three percent is 20 points, four percent is 10 points, and five percent or more is zero points.

- Coding and reporting of chargeables against the report submitted by the County Clerk's office. Maximum points: 50. 10 points for each of the five areas correct.
- Reporting and submission of School Personnel Records. Maximum points: 100.
 - End of the Year Certified and Support Personnel reports by June 15th deadline from the previous year.
 - Schedule of Administrators; Salaries and Fringe Benefits by October 1 deadline.
 - Annual Initial Report for Certified and Support personnel by October 1 deadline.
 - District's Minimum Salary Schedules by November 14 deadline.
- Reporting and submission of reports required by State Aid section. Maximum points: 100.
 - Driver Education Report by October 15 deadline.
- Deadlines met for reports to be submitted to the Financial Accounting section. Maximum points: 100.
 - Estimate of Needs submitted by October 1 deadline.
 - Independent Audit Report submitted by applicable deadline (March 31 or April 31).
 - Independent Auditor Selection and Contract submitted by July 1.

PENALTIES: Deduction from subtotal of points.

- Failure to meet Maintenance of Effort as required for No Child Left Behind will receive a deduction of 25 points.
- Failure to meet Maintenance of Effort as required for Special Education will receive a deduction of 25 points.
- Carryover Balance Penalty will receive a deduction of 25 points.
- Audit not received within the 30 day requirement after presentation to the local board of education will receive a deduction of 25 points.
- Administrative Cost Penalty will receive a deduction of 25 points.
- Requesting the State Board of Education permission to resubmit your OCAS data after the deadline will receive a deduction of 25 points.
- Requesting the State Board of Education to pay a late claim on federal funds will receive a deduction of 25 points.

TIE-BREAKERS:

- Audit citations will be used as tie-breaker, or if two districts are only a few points apart and more detailed determination is needed.

The selection committee will meet to review, average, and weigh all areas used as criteria. The committee consists of the following members from the Financial Services Division at the SDE: Financial Services Division; Ms. Mathangi Shankar, Executive Director, Comptroller, Ms. Nancy Hughes, Executive Director, Financial Accounting; Ms. Pam Honeysuckle, Financial Specialist, OCAS/Financial Accounting, Ms. Renee McWaters, Executive Director, State Aid.

County #	County Name	Dist #	District	ADA	9/1/2012 Due Date	Exp We b 50	Rev We b 50	Exp EO N 50	Rev EO N 50	Exp Audit 50	Rev Audit 50	Program 100	Chargeables (Local Collections) 50	School Personnel 100	Financial Accounting Deadline 100	State Aid / Drivers Ed 100	Sub-Totals	Deducts Penalties *	Total Points
10	CARTER	C072	ZANEIS	252.96	100	50	50	50	50	50	50	100	40	100	67	100	807		807
23	ELLIS	1002	FARGO	201.67	100	40	40	50	50	50	50	100	50	100	100	100	830		830
37	KINGFISHER	1016	HENNESSEY	801.02	100	30	40	50	50	40	40	100	50	100	100	100	800		800
09	CANADIAN	1027	YUKON	7,419.10	0	40	40	50	50	50	40	83	50	100	100	100	703		703