September 25, 2012

MEMORANDUM

TO: County and City Superintendents
    Warren Craig Pouncey
    Chief of Staff

FROM: FY 2012 General Purpose Financial Statements

RE: The forms and instructions to be used in preparing Fiscal Year 2012 General Purpose Financial Statements (GPFS), which are due on or before November 1, 2012, are now available for download from the Alabama State Department of Education (ALSDE) Web site (www.alsde.edu, Offices, Office of Financial Management, LEA Accounting, Financial Statement). It is critical that all systems meet this deadline to enable the department to provide accurate data for state funding. In addition to the printed copy of all statements, the required financial data file must be submitted. The procedure for submission of financial data will require you to submit the file via the ALSDE Web site. Please note: the “preprocess” procedure checks for invalid coding only. Also, the “process” procedure will not complete its cycle if any invalid coding is detected. All invalid coding must be corrected and the file submitted through the “process” procedure. All critical edits must be corrected before the file is considered accepted. After November 1, all files should be processed.

Additionally, the Financial Expenditure Report (FER) in e-GAP must be completed for the grants shown below. The FER should not be started until the financial file has been approved. Flexibility transfer amounts should reflect actual amounts.

Title I, Part A - Schoolwide
Title I, Part A - Targeted Assistance
Title I, Part D – Delinquent
Title I, Part C – Migrant
Title I, Part B – Even Start
Title I, Part A – School Improvement
Title II, Part A - Improving Teacher Quality
Title III - Limited English Proficiency
Title VI - Rural and Low Income
Title II, Part D - Technology (Formula)
Title II, Part D – Technology (Competitive)
IDEA, Part B
IDEA, Preschool
Career Technical Education – Basic
Title IV, Part B, 21st Century Community Learning Centers
Title X, Homeless Education
ARRA – Title I, Part A – School Improvement
ARRA – School Improvement 1003(g)

The documentation is available for download from the ALSDE Web site (www.alsde.edu, Offices, Office of Financial Management, LEA Accounting, Financial Statement).

Please download and review the documents listed below and follow the guidelines provided in order to minimize the need for corrections after the initial submission of the statements. The LEA Accounting Section will make every effort to have the Financial Statements approved by January 31, 2013. Please make every effort to ensure that the data submission is accurate and complete in order to meet this goal. Inaccurate or incomplete information could result in reduced state funding for Fiscal Year 2014 and/or delay disbursement of FY 2013 funds.

Required forms and attachments to the General Purpose Financial Statements are as follows:

1. Financial Statement - Cover page (must be signed by the superintendent and notarized.)
2. Exhibits F-I through F-III (and F-IV through F-VI, if applicable) - The reports printed from your financial budgeting and reporting software should satisfy this requirement.
4. Supplemental Report II – Part A, Local Funds Equivalent to 10 Mills and Part B, Schedule of Local Revenue Sources
7. FY 2012 Schedule of Debt
8. Completed Desk Review - Signed by person completing
9. Flexibility Form (if applicable)
10. State Refunds (if applicable)
11. Financial Statement Checklist
12. AASBO 2011-2012 CPE Reporting – CSFO only
   Note: Instructions will be provided in a forthcoming correspondence.
In addition to the forms listed above, an “End of Year Reminders” document is available for download. Please utilize this document and the GPFS Desk Review in preparation and prior to submission of your data file and financial statements.

All of the required documents should be mailed to the following address:

Alabama State Department of Education
Office of Financial Management
LEA Accounting
P.O. Box 302101
Montgomery, AL 36130-2101

Questions may be directed to Barry Kachelhofer or to your system accountant at (800) 831-8823 or (334) 242-9914.

WCP/BK

cc: Chief School Financial Officers
    Mr. Barry Kachelhofer

FY 12-3086