



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 27, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: **2017-2018 Annual School Report - Financial Section Due Date: September 15, 2018**

(Access to the SSWS Web-based file submission application will begin on or about August 17, 2018)

The 2017-2018 Annual School Report Financial Section (ASRFIN) must be submitted to the Virginia Department of Education (VDOE) by September 15, 2018, as required by [Section 22.1-81, Code of Virginia](#) ➡. School divisions and regional programs that wish to file for an extension (until September 30, 2018) for their 2017-2018 ASRFIN must, per [Section 22.1-81, Code of Virginia](#) ➡, submit a written request signed by the division superintendent, or designee, to Kent C. Dickey, Deputy Superintendent for Finance and Operations, to the email address: DOEBUDGETOFFICE@doe.virginia.gov ✉, prior to the September 15, 2018, deadline. The submitted extension letter must cite a good cause reason/need for the extension of time. Please note that the signed extension letter must be attached as a .pdf file to the email, with "2017-2018 ASRFIN EXTENSION" in the subject line of the email. Similar to last year's ASRFIN, school divisions and regional programs must submit the ASRFIN electronically using the Excel reporting template.

Each school division and regional program will use the [Web-based Single Sign-on for Web Systems \(SSWS\) portal](#) to access, download, and submit the 2017-2018 ASRFIN Excel template to the Department.

After successfully logging into the ASRFIN application in SSWS, the ASRFIN Excel template, instructions and reports will be provided on the upper right side of the webpage, under the "Instructions" heading. In addition to the ASRFIN template and instruction manual, the following reports are also provided regarding revenues:

1. **Adjusted Locality Ledger Report:** The Adjusted Locality Ledger Report provides a listing of all fiscal year 2018 state and federal payments made by VDOE to school divisions. It contains actual cash payments made by the Department for all accounts, except Basic Aid and Sales Tax. Basic Aid includes the year-end reduction to per pupil Driver Education funding due to noncompliance with the Driver Education requirements in [Section 22.1-205 C., Code of Virginia](#) ➡. Basic Aid also includes any payments made by VDOE on behalf of school divisions for students who are served in state mental health facilities or the Virginia School for the Deaf and the Blind. In addition, there are year-end adjustments for overpayments related to final average daily membership (ADM) changes. Please see [Superintendent's Memo #150-18](#) for details.
2. **Sales Tax Revenue Reports:**
 - a. One-month accrual basis
 - b. Two-month accrual basis (*data available by mid-August – the patch file populating this data will be provided at that time*); and
3. **Basic Aid End-of-Year Adjustments Report:**

This report shows the breakdown of payment adjustments to Basic Aid for driver education, mental health facilities, and overpayments related to final ADM changes.

The revenues that are pre-loaded in the ASRFIN Excel template are based upon the figures shown in the Adjusted Locality Ledger Report. Please use the reports noted in items one through three above plus the cash locality ledger located at [School Division Locality Ledger Report](#) to reconcile the ASRFIN pre-loaded revenues to your financial records.

School divisions and regional programs may begin submitting their 2017-2018 ASRFIN Excel files through the SSWS portal on or about August 17, 2018, and the ASRFIN collection window will close on September 30, 2018. Once a division has successfully completed the 2017-2018 ASRFIN in the ASRFIN application in SSWS, the division superintendent or designee will approve and certify the Superintendent's Verification Report through the Superintendent's Data Collection Approvals (SDCA) Application.

Attachment A provides the 2017-2018 ASRFIN coding structure and definitions of expenditure functions, cost centers, programs, object codes, and revenue source codes.

Data collected in the ASRFIN is used to provide financial information on K-12 programs in Virginia to the Governor, General Assembly, the federal government, other policymakers, and the public. The data is also used in developing the Direct Aid to Public Education budget and reporting the percentage of division operational expenditures for instruction on the School Quality Profiles in subsequent fiscal years. If you have any questions about the ASRFIN data collection process, please contact the Budget Office at DOEBUDGETOFFICE@doe.virginia.gov or (804) 225-2025.

JFL/dcb

Attachments:

- A. [Account Structure for 2017-2018 ASRFIN](#) (Word)