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James F. Lane, Ed.D.
Superintendent of Public Instruction

SUPERINTENDENT'S EMAIL

Contact: Maggie Clemmons 804-225-4387

DATE: May 11, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

SUPT'S EMAIL: Changes to the Annual School Report for the FY 2021 Data Collection

The Virginia Department of Education (VDOE) is making further revisions to the FY 2021 Annual School Report (ASRFIN) data collection, which will be due on September 30, 2021. Beginning with the FY 2021 ASRFIN, school divisions will report revenues, fund balances, and full-time employees on the text file. These data items will be removed from the Excel template file.

VDOE will continue to collect the FY 2021 ASRFIN using a two-file system: a text file with expenditures, revenues, fund balances, and full-time employees, and an Excel template for the supplemental schedules. Attached is an account code schema for the text file that includes rules for coding expenditures, revenues, fund balances, and full-time employees. We are communicating this information in advance of these changes to allow division an opportunity to make adjustments in reporting to accommodate this need for the additional areas within the ASRFIN.

The FY 2020 ASRFIN collection, which is due on September 30, 2020, will collect revenues, fund balances, and full-time employees in the Excel template. This is the same process as for the FY 2019 ASRFIN data collection.

If you have questions related to reporting revenues, fund balances, and full-time employees on the text file during the FY 2021 ASRFIN data collection, please contact the budget office at (804) 225-2025, or by email at DOEBUDGETOFFICE@doe.virginia.gov.

The ASRFIN text file version as of March 23, 2020 can be found on the following page.

ASRFIN TEXTFILE - Version as of March 23, 2020

File Header Records (must include all records exactly as indicated)

SenderID=<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>

CreateDate=<current date in mm/dd/yyyy format>

CreateTime=<current time in hh:mm:ss format>

EMAIL=<sender's email address>

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DATATYPE=ASRFIN

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| Description | Type | Length (exact) | Codes | Edits | |
|--|---|----------------|-------|--|---|
| A Record - Header The header record will be a fixed length record composed of the following fields | | | | | |
| Record Type | Constant A | Alphabetic | 1 | A | Must be A Must be alphabetic Must be one character Cannot be blank |
| Data Collection Name | | Alphabetic | 6 | ASRFIN | Must be ASRFIN Must be alphabetic Must be 6 characters Cannot be blank |
| Template Version | | Alphabetic | 1 | Blank | Must be blank |
| Report Year | Four-digit year for beginning of school | Numeric | 4 | i.e.: Use 2020 for the 2020-2021 school year | Must be beginning school year Must be numeric Must be four characters Cannot be blank |
| Division Number | Number assigned to the School Division number by the VDOE | Numeric | 3 | A valid Division number | Must be a valid division number Must be left padded with zeros or spaces if less than 100 Cannot be blank |
| Section Type | Code to describe the data included in the submission | Alphabetic | 3 | ABCDEF | Must be a valid Section Type code Must be alphabetic Must be ABCDEF Cannot be blank |

| Description | Maximum Length | Codes | Edits | | |
|---|---|------------|-------|---|--|
| B Records - Expenditures One tab-delimited record is required for each unique combination | | | | | |
| Record Type | Constant B | Alphabetic | 1 | B | Must be B Must be alphabetic Must be one character Cannot be blank |
| School Number | Number assigned to the school by the VDOE | Numeric | 4 | A valid School number within this division | Must be a valid school number Must be numeric Should be blank for division-wide expenditures |
| Fund Source | Code to indicate the source of the funds for this expenditure | Numeric | 1 | "1" for State or Local funds "2" for Federal funds | Must be numeric Must be 1 or 2 Cannot be blank |
| Cost Center Code | Code to indicate the Cost Center for this expenditure | Numeric | 1 | "2" for Elementary "3" for Secondary "9" for district wide | Must be numeric Must be 2, 3, or 9 Cannot be blank |
| Program Code | Code to indicate the Program for this expenditure | Numeric | 2 | "0" for Undistributed (Functions 62000 through 69000) "1" for Regular "2" for Special "3" for Vocational "4" for Gifted "5" for Other "6" for Summer "7" for Adult "8" for Pre School "9" for Non Lea "10" for Non-regular Day School Programs "11" for Remedial Summer School | Must be numeric Must be in the list of valid codes Cannot be blank |
| Function Code | Code to indicate the accounting function for this expenditure | Numeric | 5 | 61100 through 69950 | Must be numeric Must be between 61100 and 69950 (inclusively) Cannot be blank |
| Object Code | Code to indicate the accounting object for this expenditure | Numeric | 4 | 1110 through 9800 | Must be numeric Must be between 1110 and 9800 (inclusively) Cannot be blank |
| Expenditure Amount | Amount of the expenditure | Numeric | 18 | Valid monetary amount (including minus sign if negative) | Must be numeric Cannot exceed 2 decimal places Must be preceded by minus sign (-) if less than 0. Cannot be blank |

| Description | Maximum Length | Codes | Edits | | |
|---|---|------------|-------|---|--|
| C Records - Revenues One tab-delimited record is required for each unique combination | | | | | |
| Record Type | Constant C | Alphabetic | 1 | C | Must be C Must be alphabetic Must be one character Cannot be blank |
| Revenue Source | Code to indicate the source of the funds for this revenue | Numeric | 7 | A valid revenue source code | Must be numeric Must be a valid revenue source code as found in the Revenue Sources table. Cannot be blank |
| Service Area Code | Code to indicate the Service Area code of the funds for this revenue when split funded. Formerly known as Project Code. | Numeric | 7 | Can be "502000" or "608150" for revenue source "240265" AT RISK. Otherwise should be 0. | Must be numeric Must be valid for the revenue source indicated. Cannot be blank. |
| Revenue Amount | Amount of revenue | Numeric | 19 | Valid monetary amount (including minus sign if negative) | Must be numeric Cannot exceed 2 decimal places Must be preceded by minus sign (-) if less than 0. Cannot be blank |

| Description | Maximum Length | Codes | Edits | | |
|---|--|------------|-------|--|---|
| D Records - Balances One tab-delimited record is required for each unique combination | | | | | |
| Record Type | Constant D | Alphabetic | 1 | D | Must be D Must be alphabetic Must be one character Cannot be blank |
| Funds Type | Code to indicate the type of funds for this balance | Alphabetic | 5 | "STATE" for state funds "FED" for federal funds "CC" for Local funds (City, County) | Must be alphabetic Must be a valid fund type Cannot be blank |
| Balance Source Type ID | Code to indicate the source of the funds for this balance. | Numeric | 2 | 01 for School Operating Fund 02 for School Debt Fund 03 for District Funds 04 for Federal Funds 05 for School Construction Funds 06 for Other Funds 07 for SOL Remediation 08 for SOL Teacher Training 09 for Governor School Planning 10 for Lottery Escrow 11 for Text Book Funds 12 for School Nutrition Funds 13 for Non-DOE funds 14 for Lottery | Must be numeric Must be a valid Balance source type. Cannot be blank. |

| | | | | | |
|----------------|---------------------------------------|------------|----|--|--|
| Balance Type | Code to indicate the type of balance. | Alphabetic | 4 | "BY " for Beginning Year "BYCF" for Beginning of Year Carry-Forward "EY " for End of Year "EYCO" for End of Year Carry-Over | Must be alphabetic. Must be a valid balance type Must complete a valid combination of funds type, balance source type, and balance type as found in the balance codes type. Cannot be blank |
| Balance Amount | Amount of balance | Numeric | 19 | Valid monetary amount (including minus sign if negative) | Must be numeric Cannot exceed 2 decimal places Must be preceded by minus sign (-) if less than 0. Cannot be blank |

| | Description | | Maximum Length | Codes | Edits |
|--|--|------------|----------------|--|--|
| E Records - FTE Positions | | | | | |
| One tab-delimited record is required for each unique combination | | | | | |
| Record Type | Constant E | Alphabetic | 1 | E | Must be E Must be alphabetic Must be one character Cannot be blank |
| Cost Center Code | Code to indicate the Cost Center for these Fulltime Equivalent Positions (FTEs). | Numeric | 1 | "2" for Elementary "3" for Secondary "9" for district wide | Must be numeric Must be 2, 3, or 9 Cannot be blank |
| Function Code | Code to indicate the accounting function for these FTE's | Numeric | 5 | 61100 through 69000 | Must be numeric Must be between 61100 and 69950 (inclusively) Cannot be blank |
| Object Code | Code to indicate the accounting object for these FTE's | Numeric | 4 | 1110 through 1520 | Must be numeric Must be between 1110 and 9800 (inclusively) Cannot be blank |
| Number of Positions | Number of FTE positions for the agency | Numeric | 6 | Valid number of positions. | Must be numeric Cannot exceed 2 decimal places Must be preceded by minus sign (-) if less than 0. Cannot be blank |

| | Description | | Maximum Length | Codes | Edits |
|--|--|------------|----------------|----------------------------|--|
| F Records - Federal FTE Positions | | | | | |
| One tab-delimited record is required for each unique combination | | | | | |
| Record Type | Constant F | Alphabetic | 1 | F | Must be F Must be alphabetic Must be one character Cannot be blank |
| Number of Positions | Number of FTE positions for the agency | Numeric | 6 | Valid number of positions. | Must be numeric Cannot exceed 2 decimal places Must be preceded by minus sign (-) if less than 0. Cannot be blank |

File Trailer Record

RecordCount=<number of A, B, C, D, E, and F records included in this file>